GLO SURVEY ORDER FORM INSTRUCTIONS

Thank you for downloading the GLO Archives survey order form. Below are instructions to properly submit copy requests. Filling this form out in its entirety will help us ensure the completeness and accuracy of your order and will allow us to expedite your request.

TXGLO

Date Requested:

1. Date Requested and Customer Contact Information: Fill out the "date requested" field to ensure that GLO staff completes your order in a timely manner. Enter all contact information so we can reach out if we have any questions about your request.

Submit Form

GLO Use Only:

Order #:_____

Cust ID:_____

7. After your order form is filled out, click the "Submit Form" button to submit your request.

Split

Processed By:_____

Customer Contact Information	
Name	
Company	
Address	
City, State, Zip	

2. Items Requested (select all that apply):
Field Notes: This includes the patented field notes within the survey file. If you want copies of file jackets, canceled, or corrected field notes, please indicate that in the Notes/Special Comments field.
Patents: Certified copy of the land patent for each survey file requested.
Sketches: Check this to request a search for any related working sketches, rolled sketches, or sketch files. See step 7 below for sketch search requirements.

Items Requested
☐ Field Notes
☐ Patents
☐ Sketches

Order Format
○ B/W [$1/page]
○ Color [$2/page]
○ Digital [$50/file]

3. Order Format: Select B/W or Color Copies. Selecting "Digital" indicates that you want the entire file scanned at $50 per file.

Payment Method
○ Cash/Check
○ Charge
○ GLO Fee Acct Acct #: _____

4. Payment Method:
Cash/Check: Pick up orders only.
Charge: GLO Staff will contact you for CC info.
GLO Fee Account: Enter account #.

Delivery Method
○ Pick Up
○ USPS
○ Email
○ FedEx Acct #: _____

5. Delivery Method: Select one. Email delivery is for digital files only ($50 per file or map).

Item	Qty.	Cost
B/W Copy [$1/page]		
Color Copy [$2/page]		
Patent Copy [$5 each]		
Digital Image [$50 each]		
Scan on Demand [$50/file]		
Other		
Total:	0	$0.00

County	Abst	Survey/Original Grantee	District/Class	File #	Instruments	Qty.	Cost

6. Order Details: Fill out each field in its entirety. Completing each field in this section allows us to verify that the information you are looking for matches the records we are sending. If this section of the form is not complete, it requires GLO staff to search for the missing information, and a research fee may be applied ($50/hour).

County: Select from the drop-down County list.

Abstract Number: The Abstract Number can be found on the County Map or in the Land Grant Database.

Survey/Original Grantee: Enter Block and Section, if applicable. If no block and section, enter survey name/original grantee name.

District/Class: The entire file name consists of the District and Class, along with a 6-digit file number. Without the District and Class, we are unable to determine what file is being referenced. Spanish Collection items, School Files, Scrap Files, and Mineral Files are not associated with a land district and only the Class should be entered.

File Number: The file number should be 6 digits (example: 001234).

Instruments, Quantity, and Cost: Please leave these fields blank for GLO staff to fill out when completing your order.

7. Submit Form: Once complete, click the "Submit Form" button at the top-right corner of the order form. This will open a new email draft in your system's default email program. **If you are requesting a sketch search, please also attach an image of our county map, highlighting the area you want our sketch search to cover.** Once all necessary attachments are complete, send the email to submit your request.

If the email submit button does not work for you, please save your completed form with your company name and order date (ex: Surveyors-R-Us_1-1-2023) and send via email attachment to archives@glo.texas.gov.

Texas General Land Office Archives and Records Survey Order Form

TXGLO

Date Requested:

1700 North Congress Avenue | Austin, Texas 78701
glo.texas.gov | 512-463-5277 | archives@glo.texas.gov

Submit Form

GLO Use Only:
Order #:_____
Cust ID:_____

Customer Contact Information

Name			
Company			
Address			
City, State, Zip			
Phone		Email	

Log #:_____ ☐ RUSH ☐ Split

Prepared By:_____
Processed By:_____
Date Completed:

Item	Qty.	Cost
B/W Copy [$1/page]		
Color Copy [$2/page]		
Patent Copy [$5 each]		
Map < 48" [$20 each]		
Map > 48" [$40 each]		
GLO Collectibles [$5-30]		
Digital Image [$50 each]		
Scan on Demand [$50/file]		
Tube [$3 each]		
Shipping [$5/package]		
Other		
Total:	0	$0.00

Notes/Special Instructions

Items Requested
- ☐ Field Notes
- ☐ Patents
- ☐ Sketches

Order Format
- ○ B/W [$1/page]
- ○ Color [$2/page]
- ○ Digital [$50/file]

Payment Method
- ○ Cash/Check
- ○ Charge
- ○ GLO Fee Acct Acct #: _____

Delivery Method
- ○ Pick Up
- ○ USPS
- ○ Email
- ○ FedEx Acct #: _____

County	Abst	Survey/Original Grantee	District/Class	File #	Instruments	Qty.	Cost

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