

State of Texas
Texas General Land Office
Patent Request Requirements



The following are required for each patent request:

1. The purchase price of the property must be paid in full.
2. A written request for the issuance of a patent addressed to the Texas General Land Office by the owner of the land or his authorized agent or representative.
3. Proof of ownership (i.e. deed, judgment, affidavit of heirship, etc.) together with a \$25.00 filing fee for each document.
4. Field Notes, describing the tract of land on which the patent is to be issued, with the required \$25.00 filing fee, plat, and report, prepared by a Licensed State Land Surveyor (LSLS) or the County Surveyor of the county in which the land is located, **if required**. Field notes by a Registered Professional Land Surveyor (RPLS) cannot be accepted. Before forwarding field notes to the GLO, they must be recorded in the County Surveyor's Records for each county in which the survey is located and the file stamped original forwarded to the GLO.
5. A patent will be issued in the name of the original grantee of the land and his or her successors or assigns. For a patent to be issued in the name of the current owner, an applicant must:

submit a certified copy of each conveyance from the original grantee down to the current owner, with a statutory filing fee of \$25.00 for each deed filed;

OR

submit a title opinion reflecting the chain of title and the name and address of the current owner, with a certified copy of the deed into the current owner and a statutory filing fee of \$25.00.

6. \$100.00 Patent Fee
7. \$11.00 Certified Mail Postage Fee (from GLO to county & from county to applicant)
8. **Paid by separate remittance:** \$35.00 Patent Recording Fee

Please address your correspondence to:

Texas General Land Office
Surveying Division
PO Box 12873
Austin, TX 78711-2873

If you have questions or require additional information please contact Mark Neugebauer, Director of Surveying, at (512) 475-1437.