

**St. Johns County Clerk of Courts
Credit/Debit Card Phone Authorization Form**

Visa, Master Card, or American Express

Item to be paid for (i.e. case #, ticket #, copies): _____

Customer's Name/Address:

Cardholder's Name/Address (if different from customer):

Email address _____

Telephone No: _____

Card Info:

Card No: _____

Expiration Date: _____ V-code _____*

Dollar amount \$ _____

Discuss with Customer:

A convenience fee of 3.5% will be added to your authorized amount in accordance with the Clerk's merchant services contract.

Taken by: _____
(clerk's name)

Date: _____

*V-code is the 3-digit number on the back of the card or 4-digit on the front of the American Express card.

- VAB Fees code 387 (\$15)
- VAB Fees code 388 (\$5)
- Misc., Copies