

## Door to Door Solicitation

**D**oor to door solicitation **must** be permitted with the City of Victoria.

- **Local vendors** must have a Commercial Outdoor Sales permit. This permit costs \$80.00.
- **Out of town vendors** must have an Itinerant Vendor permit costing \$80.00 and \$40.00 for a Police Investigation fee.
- **Charitable organizations** must have a Charitable Solicitation permit. There is no fee for this permit.



## Miscellaneous Permits

**G**arage sales are allowed every six months at the same location. Permits are \$10.00 and are good for three consecutive days.

Now available online [www.victoriatx.org](http://www.victoriatx.org) (credit card and printer required)

**L**iquor licensing begins with the Texas Alcoholic Beverage Commission. You may reach them at 361/575-4776.

**O**pen records are kept by the City of Victoria. To get information, you must fill out a Request for Information form.

## Commonly Requested Information

Adult Probation	575-0201
Appraisal District	576-3621
Attorney General	576-6088
(child support enforcement)	
Better Business Bureau	1-210-828-9441
Building Inspections	485-3320
Children's Services	578-3523
City Secretary	485-3040
County Tax Assessor	576-3671
County Judge	575-4558
County Clerk (marriage licenses)	575-1478
Department of Public Safety	573-7131
(driver's license)	
District Attorney	575-0468
District Court Clerk	575-0581
(divorce decrees, court orders)	
District Clerk	575-0581
(child support payments)	
Elections Administrator	576-0124
GED or Diploma	1-512-463-9292
Golden Crescent Planning Commission	578-1587
Health Department	578-6281
Immigration Service of America	1-210-967-7065
Justice of the Peace Precinct 1	573-0836
3506 N. Ben Wilson #E	
Justice of the Peace Precinct 2	575-0012
6605-C N. Navarro	
Justice of the Peace Precinct 3	575-0246
111-A Glass	
Justice of the Peace Precinct 4	573-6602
104 Teakwood, Suite 3	
Juvenile Probation	575-0399
Landfill	897-1622
Coastal Bend Legal Services	1-800-840-3379
Municipal Court	485-3050
Parks Department	485-3200
Police Department Records	485-3700
Social Security	575-8254
Solid Waste	485-3220
State Comptroller	575-2874
Texas Alcoholic Beverage Commission	575-4776
Utilities Department	485-3380
(water and wastewater)	
Utility Billing Office (water)	485-3400
Veterans Service Office	582-7710
Victoria Chamber of Commerce	573-5277
Victoria Independent School District	576-3131
(Administration Office)	

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# City Secretary Office

## Services and Fees



**City Hall Square**  
Main at Juan Linn St.  
Phone: 361/485-3040  
Fax: 361/485-3045  
[www.victoriatx.org](http://www.victoriatx.org)

*Information Required by the City Secretary  
in Order to Help You.*

## Birth Certificates



**B**irth certificates are documents necessary for identification the rest of a child's life.

- **Local** birth certificates cost \$23.00.
- **Non-local** birth certificates (from other counties within Texas) cost \$23.00.
- **Wallet** sized birth certificates cost \$23.00.
- **A picture identification** must be presented when requesting a birth certificate. This can be a driver's license or identification card. If you do not have picture identification, then you must have two other forms of identification. One of those must have your signature.
- **All** birth certificates are closed records for seventy-five years.

## Spelling Corrections

**S**pelling corrections on birth certificates require a completed Application to Amend Certificate of Birth form and \$37.00 mailed to:

Bureau of Vital Statistics  
Texas Department of Health  
P.O. Box 12040  
Austin, Texas 78711-2040

## Death Certificates

**D**eath certificates are also vital documents necessary for obtaining death benefits and for genealogical records.

- **Within Victoria** – Death certificates for individuals dying in Victoria cost \$21.00 for the first copy. Additional copies requested at the same time as the first request are \$4.00 per copy. Call 361/485-3040 for more information
- **A picture identification** of the person requesting the death certificate must be presented. This can be a driver's license or identification card. If you do not have picture identification, then you must have two other forms of identification. One of those must have your signature.
- **Outside Victoria** – Death certificates for individuals who passed away outside the City of Victoria, or Victoria County, are located in the county that the individual died. All Death Certificates filed after January 1, 2004 are on file in the City Secretary's Office.
- **All** death certificates are closed records for twenty-five years.



## Paternity (Adding the Father's Name)

**A**dding a father's name to your child's birth records requires special documents.

- **If the parents have married since the birth of the child** a certified copy of your marriage license is required, a completed amendment form signed by both parents and notarized, along with \$47.00 sent to:

Texas Vital Statistics  
Department of State Health Services  
P.O. Box 12040  
Austin, TX 78711-2040

- **If the addition is by Court Order** you need a certified copy of the Court Order and a completed amendment form signed by one parent and notarized. Send the documents and \$47.00 to the address above.
- **If the addition is by voluntary acknowledgment** you need to make an appointment with this office to complete the Acknowledgment of Paternity form signed by both parents along with a completed amendment form signed by both parents and notarized. Send the documents and \$47.00 to the address shown above.
- Please call 361/485-3040 for additional information.