INSTRUCTIONS
Credit Card Authorization Form

1. **Fill out the form completely either online or print and fill out by hand.**
2. **When filling out the form, be sure to write the amount that will be charged to your credit card.** If you don't know the amount for the Request for Records call the Court at 480-350-8271.
3. **Once the form is complete you may:**

   A. Mail the Credit Card Authorization form along with the Request for Records Form to:

   Tempe Municipal Court
   Attn: Financial Services
   140 East 5th Street, Suite 150
   Tempe, AZ 85281

   B. Fax the Credit Card Authorization Form along with the Request for Records Form to 480-350-2790 - **ATTENTION: Financial Services**.

This form is to be used only for Requests for Court Records.

For instructions on how to pay a fine, please click here.

Click here to go to the Credit Card Authorization Form.

Credit Card by Fax

I, _____, hereby authorize the City of Tempe Municipal Court to charge my credit card listed below for the following amount $_____ and to have it applied to the fines/fees, copies/tape fees or warrant that is currently outstanding.

Date _____

Case Number _____

Card Number _____

Expiration Date _____

Circle One:

Visa MasterCard Discover American Express

Signature of Cardholder _____

Print Name of Cardholder _____

Address of Cardholder _____

_____

Phone # of Cardholder _____

Fax back to: 480-350-2790 (Attn: Financial Services)

NOTICE: It is the Cardholder's responsibility to call the Court and verify that the card has been processed successfully at 480-350-8271.

Court Use Only:
Processed by: _____ Date: _____