



BOONE COUNTY CIRCUIT CLERK

Sherry Terrell

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Columbia, Mo. 65201

Telephone (573) 886-4000

Fax (573) 886-4044

Be advised that I, _____ am the legal owner of Boone County
Circuit Clerk check number _____, dated _____ in the amount of \$ _____.

CHECK ONE:

- ☐ Said check was lost, destroyed or never received and cannot now be produced by said payee.
☐ Said check is presented herein for replacement.

I hereby request that a new check be issued.

I declare under penalty of perjury that the foregoing is true and correct.

Date: _____

Signature of Payee: _____

Mailing Address: _____

Phone (days): _____

Case Number: _____

Style of Case: _____

FOR OFFICE USE ONLY

Date	Procedure	Initials
	Check request prepared by: _____ (SMC ID)	
	Verified check still outstanding in SMC	
	Verified correct address in SMC	
	Verified check has not cleared our bank (on-line or per _____)	
	Requested positive pay stop payment on-line & printed confirmation	
	Voided old check and reissued new check in SMC	
	Notified check processor of replacement check to print	
	Reissued check number	