



**COMAL COUNTY CLERK'S OFFICE
BOBBIE KOEPP**

**150 N. SEGUIN, SUITE 101
NEW BRAUNFELS, TEXAS 78130
PHONE: (830) 221-1230 FAX: (830) 620-3410**

**THE FOLLOWING CREDIT CARDS ARE ACCEPTED:
VISA, MASTERCARD, DISCOVER, AND AMERICAN EXPRESS**

Receipt will reflect a transaction fee by Certified Payments (convenience fee) of \$1.00 for charges up to \$38 and 3% for charges over \$38.01

Written approval required for charges greater than \$25, either by fax or email

Authorization for Comal County Clerk to charge Credit Card listed below

LEGIBLE COPY OF DRIVER'S LICENSE OR VALID ID REQUIRED

Name as it appears on card: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Card Type: Visa MasterCard Discover American Express

Card Number: _____ - _____ - _____ - _____ Security Code: _____
(Three digit code on back)

Expiration Date: _____ / _____ Bank Card Issued Through: _____
Month Year

Phone Number: _____ Alternate Phone Number: _____

Signature Required: _____ Date: _____
Certified Payments will charge 3% convenience fee (minimum \$1)

Receipt will reflect a transaction fee by Certified Payments (convenience fee) of \$1.00 for charges up to \$38 and 3% for charges over \$38.01

PLEASE ATTACH A LEGIBLE COPY OF DRIVER'S LICENSE OR VALID ID