



COMAL COUNTY CLERK'S OFFICE
BOBBIE KOEPP

150 N. SEGUIN, SUITE 101
NEW BRAUNFELS, TEXAS 78130
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REQUEST FOR PUBLIC INFORMATION/COPIES

ALL REQUESTS MUST BE IN WRITING AND MUST BE LEGIBLE

1 - 3 Documents up 24 hours

3 or more documents up to 48 hours

REQUESTOR INFORMATION:

Name: \_\_\_\_\_

Company: \_\_\_\_\_ Branch: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Delivery Method: [ ] Mail, [ ] Fax: # \_\_\_\_\_, or [ ] Email: \_\_\_\_\_

Request must be document specific and contain identifiers

INFORMATION REQUESTED:

Document No. (if known): \_\_\_\_\_ Volume (if known): \_\_\_\_\_ Page (if known): \_\_\_\_\_

Document Type (if known): \_\_\_\_\_ Document Date (if known): \_\_\_\_\_

Grantor/Seller: \_\_\_\_\_ Grantee/Buyer: \_\_\_\_\_

Legal Description (if known): \_\_\_\_\_

Please be specific in your request. "Any and all liens" will not be researched by Clerk Staff. Notification will be made if we cannot locate the information requested. Fees must be submitted prior to research performed (Texas Local Government Code § 118.0145) and may be mailed to the attention of the Comal County Clerk at the address listed above. Credit cards accepted, convenience fee applied by Certified Payments.

Fees are as follows: \$1.00 Copy Fee (per page) \$5.00 Certification Fee (per document)
\$5.00 Plat Fee (each) \$1.50 Federal Tax Lien Copy Fee
\$5.00 Fax Fee (per record, plus \$ 0.50 per page over 5 pages)

THIS AREA FOR COMAL COUNTY CLERK'S STAFF ONLY

Research Clerk: [ ] Tammy [ ] Caitlin [ ] Nancy Ann [ ] \_\_\_\_\_

Charges incurred:

Copy Fee: \$ \_\_\_\_\_ Plat Copy Fee: \$ \_\_\_\_\_ Certification Fee: \$ \_\_\_\_\_

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Postage for Oversized Copies: \$ \_\_\_\_\_ TOTAL FEES: \$ \_\_\_\_\_

Information returned to: \_\_\_\_\_

Attorney General Opinion WW-607 (1959) states the following:

"The County Clerk has no duty to search the records under his control and guarantee the correctness thereof."