

## INSTRUCTIONS FOR OBTAINING A BIRTH CERTIFICATE

- A fee of \$23.00 will be charged to cover the cost of searching the record.
- Birth records are CLOSED for 75-years from the date of birth [Government Code §552.115].
- Qualified applicant(s) may make application to receive a certified copy.
- The Texas Board of Health has the authority to control accessibility to Birth Certificates and has adopted rules defining Qualified Applicant(s) to obtain certified copies of Birth Certificate(s) [Health & Safety Code §191.051].
- A Properly Qualified Applicant is the registrant, or immediate family member either by blood, marriage or adoption, his or her guardian, or his or her legal agent or representative [Texas Administrative Code Title 25 §181.1(21)].
- Immediate Family Member is defined as registrant, his or her guardian, or the children, spouse, parents, siblings, or grandparents of the registrant Texas Administrative Code Title 25 §181.1(13)].
- Applicant is required to present a current, valid (Government issued) Photo ID with application [Texas Administrative Code Title 25 §181.1(12)].
- Persons not meeting the Qualified Applicant criteria may make application to receive “Verification of Birth Facts” for \$10.00. Verification of Birth Facts contains the name and date of event only.

### **Request by Mail**

Complete application, include a copy of valid (Government issued) Photo ID, \$23.00 search fee and mail to the following:

**Comal County Clerk  
Attn: Vital Statistics  
150 N. Seguin, Suite 101  
New Braunfels, TX 78130**

### **Email Request:**

Please call **(830) 221-1230, extension 1126** to receive email instructions.