



COMAL COUNTY CLERK'S OFFICE

BOBBIE KOEPP

150 N. SEGUIN, SUITE 1037

NEW BRAUNFELS, TEXAS 78130

PHONE: (830) 221-1230, EXT. 1128 FAX: (830) 620-3410

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 or Email: _____

Certified Copies (\$5.00 additional fee per document, email not available): Yes No

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 Plat Fee (Electronic PDF/TIF, each copy) \$5.00 Plat Fee (Paper, each copy)
\$1.50 Federal Tax Lien Copy Fee \$1.00 Copy Fee (per page)
\$5.00 Certification Fee (Paper Only, per document)

THIS AREA FOR COMAL COUNTY CLERK'S STAFF ONLY

Research Clerk: Tammy Tracy Alicia _____

Charges incurred:

Search Fee: \$ _____ Copy Fee: \$ _____ Plat Copy Fee: \$ _____

Certification Fee: \$ _____ Fax Fee: \$ _____ Federal Tax Lien Fee: \$ _____

Credit Card Convenience Fee: \$ _____ 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."