



## COMAL COUNTY CLERK

**BOBBIE KOEPP**

150 N SEGUIN, SUITE 1037  
NEW BRAUNFELS, TX 78130  
Phone: (830) 221-1230 Ext. 1126

### REQUEST FOR CERTIFIED COPY OF MARRIAGE LICENSE

If your marriage license was recorded in Comal County, please provide the following information:

Applicant 1 (maiden name if applicable): \_\_\_\_\_

Applicant 2 (maiden name if applicable): \_\_\_\_\_

Date of Marriage: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Address (to mail document): \_\_\_\_\_  
\_\_\_\_\_

Marriage Certificate	
Number of Items Requested	
_____ \$1 Regular copy (each) =	_____
_____ \$6 Certified Copy (each) =	_____
<b>TOTAL ENCLOSED</b>	<b>\$ _____</b>

Methods to request certified copy:

- 1) Mail: If mailing request, include check or money order payable to Comal County Clerk. Please do not send cash! Address to mail request as follows:

COMAL COUNTY CLERK  
ATTN: VITALS DEPARTMENT  
150 N SEGUIN, SUITE 1037  
NEW BRAUNFELS, TX 78130

- 2) In Person: The County Clerk's Office is located on the first floor of the Comal County Courthouse Annex building. The posted hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday.

- 3) Payment Online: <http://www.certifiedpayments.net> Bureau Code: Vital Records **5824205**

*(Bureau Code + Start Payment located in the center of the screen; do not select button at the top)*

Email completed form and Credit Card Receipt to [cckvitals@co.comal.tx.us](mailto:cckvitals@co.comal.tx.us)

**\*CREDIT CARD PAYMENTS RECEIVED WITHOUT COMPLETED FORM WILL BE REFUNDED\***

**REQUEST FORM REQUIRED FOR CERTIFIED COPY OF MARRIAGE LICENSE**

**MARRIAGE LICENSES ARE COUNTY SPECIFIC IN THEIR RECORDING**