



## Comal County Jail Open Records Request

Open record requests will be sent to the Comal County Criminal Records/Jail Division. Open Record Requests must be made in writing. The request can be made online, in person, email or fax. Requests will be done in date order in which they are received. Requests may take up to ten (10) business days.

Fees: To be paid by money order or exact cash.

- \* Pages 1 to 40 are free.
- \* 40 plus pages will be .10 cents per page.
- \* Large requests will be calculated and to include research and assembly

### Contact Information:

Comal County Criminal/Jail Records Division  
3000 IH 35 South  
New Braunfels, Texas 78130

Phone: (830) 620-3412 JailRecords@co.comal.tx.us  
Fax: (830) 608-0147

Some records may be redacted (blacked out) to withhold excepted information (i.e. confidential information). This excepted information includes, but is not limited to all Social Security Numbers, Driver License Numbers and Date of Birth.

Some records may include documents held by New Braunfels Police Department, New Braunfels Municipal Court, Schertz Police Department, Schertz Municipal Court, Cibolo Police Department, Cibolo Municipal Court, Department of Public Safety, Comal County Justice of the Peace #1, #2, #3, #4, Garden Ridge Police Department, Garden Ridge Municipal Court, Fair Oaks Police Department and Fair Oaks Municipal Court. The Criminal Records Division may not be able to release this information. The Texas Public Information Act (codified at Texas Gov't Code Chapter 552) requires a governmental entity to request an open letter ruling from the Texas Attorney General prior to withholding information that is accepted from required disclosures. The Attorney General has 45 days to respond to a request for an open letter ruling. To avoid submission to the Texas Attorney General, you will be directed to the appropriate document holder.

### Background Checks for Military and Law Enforcement Agencies:

Comal County Jail Records assists the military and state departments by performing local background checks. Criminal history information will not be provided. If local charges are discovered, the requestor is referred to the appropriate court.

### Background Checks for the Public:

Comal County Jail Records provides background checks for Comal County Residents ONLY. Searches will return Comal County information only. No Federal or other County's records, Justice of the Peace or other Municipalities Class C Misdemeanors will be searched.

**Public Information Act Request Form**

**Date of Request \***

Jail and Bond inmate records only

**Your Name \***

**Phone \***

**Email \***

**Address \***

State

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**INFORMATION NEEDED FOR RECORDS SEARCH**

**NOTE: WE DO NOT HAVE COURT RECORDS.** Please request court records from the Court Clerks.

**Name \***

**Date of Birth \***

**Social Security Number**

**Drivers License Number**

**Date of Incarceration: \***

**Information being Requested \***

Please be detailed!

**How do you want to receive your information? \***

**\*Alternative address to mail information**

Mail to the address listed above

Email to the email listed above

Notify to be picked up

\*Mail to a different address

**Please note:** Documents will **not** be mailed or emailed if there are unpaid fees.