

**GUADALUPE COUNTY CLERK**  
**HONORABLE TERESA KIEL**  
211 W. COURT STREET  
SEGUIN, TEXAS 78155  
(830) 303-4188, EXT. 1239

**REQUEST FOR PUBLIC INFORMATION / COPIES**

ALL REQUESTS MUST BE IN WRITING AND MUST BE LEGIBLE

**Requestor Information:**

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

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

Phone: \_\_\_\_\_

**Please describe the nature of your request:**

*Ex.: Vol 726, Pg 311; Doc #201106343; Jones, John; 3.00 acres, Sunnyside Subdivision; certified copy of warranty deed*

**Please provide any additional information that may assist us in locating the requested information:**

Our fees are as follows: Copy Fee: \$1.00 per page                      Plat Copy Fee: \$10.00 each  
   Certified Copy: \$5.00 (each)                      Federal Tax Lien Copy Fee: \$1.50  
   Certificate of Federal Tax Lien Filing: \$10.00

*Fees must be paid before request will be processed and/or copy(s) will be issued. Please do not send cash through the mail. Checks and money orders should be made payable to "Guadalupe County Clerk." Providing a self-addressed, stamped envelope will help us to expedite your order. Send completed application with proof of identification and appropriate fees to:*

**TERESA KIEL, Guadalupe County Clerk, 211 West Court Street,  
Seguin TX 78156-0990**

**WE ARE NOT AUTHORIZED BY LAW TO SEARCH FOR RECORDS,  
YOU MUST PROVIDE VOLUME & PAGE, DOCUMENT NUMBER  
AND/OR CASE NUMBER FOR US TO LOCATE THE DOCUMENTS.**

(SPACE BELOW RESERVED FOR INTERNAL OFFICE USE)

Research performed by: \_\_\_\_\_

Information / copies returned: \_\_\_\_\_

Information / copies returned to: \_\_\_\_\_

Charges for this request: Copy Fee \$ \_\_\_\_\_ Certification Fee \$ \_\_\_\_\_ Plat Fee \$ \_\_\_\_\_

FTL Copy Fee \$ \_\_\_\_\_ Certificate of Federal Tax Lien Filing \$ \_\_\_\_\_

Total Fees \$ \_\_\_\_\_

***Thank you for allowing us to serve you!***