

**KARNES COUNTY CLERK
HONORABLE JAMIE LEAL**

210 WEST CALVERT, SUITE 100
KARNES CITY, TX 78118
PHONE: (830)-780-3938 FAX: (830)-780-4576

REQUEST FOR PUBLIC INFORMATION/ COPIES

Requestor Information:

Name: _____ Phone: _____ Fax: _____

Address: _____

Signature: _____

WE DO NOT PERFORM SEARCHES

Please provide the recording information (Vol/Pg/Doc #) for the documents you are requesting.

Ex.: Vol 726 pg 311: Doc#201800001234; "Name"; 3.00 ac, Sunnyside Subdivision, certified copy of deed

Ex: Criminal Case- cause # CR-2025-0001, John Smith, copies of information & complaint

Our fees are as follows: Copy fee: \$1.00 per page

Fax Fee: \$2.00 per page

Processing Fee: \$10.00

Certification Fee: \$5.00 per document

Monthly Cd Fee: \$20 per month

Fees must be paid before request will be processed and/or copy will be issued. Please do not send cash through the mail. If the requested copy cannot be located, the processing fee is non-refundable and non-transferable. Providing a self-addressed, stamped envelope will help us to expedite your order. Checks and money orders should be payable to "Karnes County Clerk."

(SPACE BELOW RESERVED FOR INTERNAL OFFICE USE)

Information/ copies returned: _____

Information/ copies returned to: _____

Charges for the request: _____ Total

Employee: _____

Thank You for allowing us to serve you!