



JAMIE LEAL
KARNES COUNTY, COUNTY CLERK
210 W. CALVERT, SUITE 100
KARNES CITY, TEXAS 78118
Phone: (830)-780-3938
Fax: (830)-780-4576

REQUEST FOR LETTERS

PLEASE PRINT. INCLUDE A PHOTOCOPY OF YOUR VALID ID WHEN SENDING IN THE REQUEST. Our fee is \$2 per letter. You must be the executor/administrator to apply for letters. Please provide a copy of your Driver's license or ID. Fees must be paid before requests will be processed and/or copy will be issued. Please do not send cash through the mail. Providing a self-addressed, stamped envelope will help us to expedite your order. Checks and money orders should be payable to "Karnes County Clerk."

Applicant Information:

Name: _____
Address: _____
Phone: _____

Case number: _____

Name of deceased/ward: _____

Letters requested: _____

- ☐ In office
- ☐ Mail to: _____

Signature of Applicant

Date

THE STATE OF _____
COUNTY OF _____

Before me on this day personally appeared _____, known to me or proved to me through _____ to be the person(s) whose names(s) is/are subscribed to the foregoing instrument and acknowledged to me that he/she/they executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, ON _____, **20**_____.

Notary Public/Printed Name

(SPACE BELOW RESERVED FOR INTERNAL OFFICE USE)

Date Issued: _____ Deputy: _____

Number of letters: _____