

**KARNES COUNTY CLERK  
HONORABLE CAROL SWIZE**

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: \_\_\_\_\_

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

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

**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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our fees are as follows: Copy fee: \$1.00 per page                      Certification Fee: \$5.00 per document  
Fax Fee: \$2.00 per page    Monthly Cd Fee: \$20 per month  
Processing Fee: \$10.00

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."

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(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!*