



COMAL COUNTY CLERK  
BOBBIE KOEPP  
150 N SEGUIN, SUITE 101  
NEW BRAUNFELS, TX 78130  
Phone: (830) 221-1230 Ext. 1126

**REQUEST FOR CERTIFIED COPY OF MARRIAGE LICENSE**

**MARRIAGE LICENSES ARE COUNTY SPECIFIC IN THEIR RECORDING**

If your marriage license was recorded in Comal County, please provide the following information:

Applicant 1 (maiden name if applicable): \_\_\_\_\_

Applicant 2 (maiden name if applicable): \_\_\_\_\_

Date of Marriage: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Address (to mail document): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Methods to request certified copy:

1) Mail:

If mailing request, include check or money order in the amount of \$21.00 payable to Comal County Clerk. Please do not send cash! Address to mail request as follows:

COMAL COUNTY CLERK  
ATTN: VITALS DEPARTMENT  
150 N SEGUIN, SUITE 101  
NEW BRAUNFELS, TX 78130

2) Email:

Please feel free to contact the Vitals Department at **(830) 221-1230, extension 1126** to obtain information on requesting by email. The certified copy must be mailed or picked up by requestor.

3) In Person:

The County Clerk's Office is located on the first floor of the Annex Building. The posted hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday.

**MARRIAGE LICENSES ARE COUNTY SPECIFIC IN THEIR RECORDING**