



Elaine H Cárdenas, Hays County Clerk
712 S. Stagecoach Trail Ste. 2008, San Marcos, TX 78666 * (512) 393-7738

Documents Request Form

Please email this form to ccsearches@co.hays.tx.us or mail it to our office to receive copies of documents, or for Letters of Administration/Testamentary and Orders for executors.

Fees: \$1 per each page of the document, \$2 per requested Letter of Admin./Testamentary

\$5 per certified document/ \$5 per certified packet

certified packets can not be separated, but on have one certification fee

Requestor's Information

Name of Requestor/Company:	
<i>*Escrow Account Number:</i>	
Email of Requestor/Company:	
Phone number of Requestor:	
Physical Address to send requested documents:	

Request Information

Case Number(s):	
How many copies:	
Certified copies (Yes/No):	
Certified Packet (Yes/No):	

Title of Requested Documents: _____
