LUCY ADAME-CLARK

COUNTY CLERK | BEXAR COUNTY

BEXAR COUNTY COURTHOUSE
100 DOLOROSA, SUITE 104
SAN ANTONIO, TEXAS 78205

Bexar County Clerk's Continued Service
COVID-19

April 6, 2020

Effectively immediately, due to COVID-19, there will be no public access to all Bexar County Clerk offices on Tuesdays and Thursdays. In addition, we will be closed for lunch from 12:00 p.m. to 1:00 p.m. every day. In order to protect our staff and the public, we are limiting any in-person transactions to appointments only for essential needs at this time. Appointments will only be available on Mondays, Wednesdays and Fridays and will be restricted to only the party or parties involved.

Employees will maintain services by processing mail, electronic filings for judicial cases, electronic recordings for Property Records and answering phones. Please review our list of services on the next page for alternative ways to process your transactions.

If you have traveled within the last 14 days to an area where there is sustained community transmission of COVID-19 as identified in the executive order issued by Governor Greg Abbott, please call us before visiting our office. A copy of the order can be viewed at: https://gov.texas.gov/news/post/governor-abbott-issues-executive-order-mandating-14-day-quarantine-for-travelers-arriving-from-ca-la-wa-atlanta-chicago-detroit-and-miami.

The public is encouraged to follow the Bexar County Clerk's Office on our website and social media for updates and information.

Thank you for your understanding and cooperation during this time.

Respectfully,

Lucy Adame-Clark
Bexar County Clerk

Applying for a Marriage License

- Marriage Licenses will be issued by appointment only. Please book an appointment and complete the online form on our website prior to your visit at https://www.bexar.org/3244/Bexar-County-Clerk-Online-Appointments.
- Please be advised, marriage ceremonies must take place within 90 days of receiving the marriage license.

Recording a Marriage License and/or Purchasing Certified Copies

- Requests for certified copies of your marriage license will need to be mailed along with the check or money order ($8 per copy) made payable to the Bexar County Clerk or Lucy Adame-Clark. The marriage license will be recorded and then mailed back to you at the address that is listed on the back of the license. If the license needs to be mailed to a different address, please provide that information on a separate sheet of paper and enclose it in the envelope.
- For additional information please contact 210-335-3009.

Applying for an Assumed Business Name/DBA

- Print and sign the form before a notary and mail it in.
- If it is an emergency, please book an appointment and complete the online form on our website prior to your visit at https://www.bexar.org/3244/Bexar-County-Clerk-Online-Appointments.

Copies of Assumed Business Names/DBAs

- You may search and download plain copies free of charge at https://bexar.tx.publicsearch.us/.
- For certified copies, please submit a request by mail or by phone at 210-335-3009.

Recording of Real Property Records

- Electronic recording of real property documents are still being processed.
- Real Property documents may also be filed and recorded with the Bexar County Clerk's Office by mail. For additional information please visit our website at https://www.bexar.org/2950/Real-PropertyLand-Records or call 210-335-2581.

Copies of Land Records, Foreclosures, Plats, Public Notices and Personal Property

- You may search and download plain copies free of charge at https://bexar.tx.publicsearch.us/.
- For certified copies, please submit a request by mail or by phone at 210-335-2273.

Copies of Birth and Death Records

- Please contact our Vital Statistics Department at 210-335-3009.

Commissioners Court Minutes

- To search and obtain copies of Commissioners' Court Minutes, please visit https://www.bexar.org/3044/Commissioners-Court-Minutes.

Civil, Criminal and Probate Records

- You may search Civil, Criminal and Probate records at https://search.bexar.org/.
- To obtain plain or certified copies you can submit a request by mail or by phone at 210-335-2241 (Probate), 210-335-2238 (Criminal Filing), or 210-335-2231 (Civil).
- Electronic Filing of Civil, Criminal and Probate records will continue to be available at: www.efiletexas.gov.
- If you have an emergency, please book an appointment at https://www.bexar.org/3244/Bexar-County-Clerk-Online-Appointments.

Bookkeeping/Treasury

- To check on a refund check or a registry disbursement please contact us by email at Bookkeeping1@bexar.org or by phone at 210-335-2483 or 210-335-1246.

Spanish Archives Department

- We have restricted public access to this department.
- If you need assistance, please contact Liliana Villanueva at Liliana.villanueva@bexar.org.

All mail should be addressed to:

Bexar County Clerk's Office, 100 Dolorosa, Suite 104, San Antonio, Texas 78205