

# LUCY ADAME-CLARK

COUNTY CLERK



BEXAR COUNTY

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

**FOR IMMEDIATE RELEASE: MARCH 23, 2020**

## **Bexar County Clerk's Operational Changes COVID-19**

The County Clerk's Office is committed to providing our essential services to the public. Please be advised that in order to reduce the spread of COVID-19, the County Clerk's Office is implementing additional measures to reduce exposure and encourage social distancing.

Effective March 23, 2020, visitors will be limited to a maximum of 5 individuals at a time in our departments. We encourage constituents to use phone, email and web resources prior to visiting our office.

Completing an application for a Marriage License and/or Assumed Business Name/DBA online before arriving will reduce wait times. Constituents will need to schedule an appointment for these services online before they visit our office.

If you need to request a certified document in any of our departments, please call our office prior to your visit. This will allow us to have the requested document(s) ready when you arrive.

We appreciate your understanding of the need to protect citizens, employees and their families during this time.

Respectfully,

A handwritten signature in blue ink that reads "Lucy Adame-Clark".

Lucy Adame-Clark  
Bexar County Clerk

### **Applying for a Marriage License**

- 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 Marriage Licenses**

- You may submit a request for a certified copy of your marriage license by mailing a request with a check or money order for \$8.00 (per copy) payable to the Bexar County Clerk.
- To request a certified copy by phone please contact 210-335-3009.

### **Applying for an Assumed Business Name/DBA**

- 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 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**

- E-Recording of real property documents will continue to be processed.
- Real Property documents may also be filed and recorded with the Bexar County Clerk's Office in person or 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](http://www.efiletexas.gov).

### **Mental Health**

- Please contact our Mental Health Department at 210-335-2536.

### **Bookkeeping/Treasury**

- To check on a refund check or a registry disbursement please contact us by email at [Bookkeeping1@bexar.org](mailto: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 Lilita Villanueva at [Lilita.villanueva@bexar.org](mailto:Lilita.villanueva@bexar.org).

### **All mail should be addressed to:**

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