

Frequently Asked Questions

What are your office hours?

Monday thru Thursday 8:00 am to 4:45pm; Friday 8:00am to 4:30pm

Do you have a cut off time for your daily recordings?

Our cut off time Monday-Thursday is 4:15 pm and on Friday's 4:00pm

Any recording brought in after these times, will be recorded on the next business day and a receipt will be mailed to you along with the recorded document(s).

What is your turn-around time for recorded documents?

In most cases, we will return the original recorded document the following business day to the address provided at the time of the filing

Where can I obtain paperwork to file in the Official Public Records?

The Coleman County Clerk does not have blank forms to complete for filing in our office. However, such forms may be obtained from an attorney, Title Company or at an office supply store that carries legal forms.

What are the qualifications for filing a document in the Official Public Records?

All documents must have original signatures and original notary signature and stamp. We will also accept court certified copies of documents with a court seal. Also, proper filing fees must be included.

*****We require 1" at the top of each page for the Recording Stamp Information***** (which includes the Document #, Volume and Page #)

All names shall be typed under the signatures or there will be a charge of double the filing fee. The first page of each document must contain a Heading (title of document)

A Deed or Other Conveyance conveying an interest in Real Property shall contain a mailing address of each Grantee or Assignee appearing on the document.

Failure to do so will incur a penalty filing fee equal to greater of:

(1) Twice the Statutory filing fee for the filing of such document or (2) The Sum of \$25.00

Documents must have a return address or return envelope

Filings in Official Public Records Include:

Warranty Deeds, Deeds of Trust, Federal Tax Liens, State Tax Liens, Abstracts of Judgments, Oil and Gas Leases, Mechanic's Liens, Releases, Affidavits, Powers of Attorney, Lis Pendens, Bills of Sale, Affidavit of Heirship, Assumed Name Certificates, Hospital Liens, UCC 1 & 3, Marks and Brands, Power of Attorney, etc.

What records are open to the public and how do I search and obtain copies of these records?

All OPR, Criminal, Probate, Civil and Marriage records are open to the public. There are public access computer terminals located in the County Clerk's office for the purpose of accessing these records (from December 16, 2008 to date, additional records will be added in the near future) as well as Indexes prior to December 16, 2008. If you are unable to come into our office, searches (excluding Liens, we do not conduct any type of Lien Search) may be done through mail for a fee of \$5.00 per name per ten year period. Search Fee is due with the written request. You may obtain a search request form by calling (325) 625-2889, please specify the type of search you are conducting, so that the appropriate form will be given to you. The Coleman County Clerk's OPR are accessible thru the website of www.texaslandrecords.com (some fees will apply).

How can I find out who owns a certain piece of property:

You may contact the Coleman County Tax Appraisal District at 325-625-4155

How do I find out who owns the mineral rights on my property?

The Coleman County Clerk's office does not conduct mineral searches. You may come into the office and we will show you where to look or we can give you the name and number of Land Researches who do this type of work.

When is the trustee sale held in Coleman County?

The trustee sales are held on the first Tuesday of every month on the Front Steps of the Coleman County Courthouse from approximately 10am to 4pm. The County Clerk's office is not affiliated with these sales; therefore, we do not have any payment information. Any questions that you may have concerning these sales must be directed to the Substitute Trustee conducting the sale.

How do I find out if a property is being foreclosed on?

There is a bulletin board inside the front door of the Courthouse containing all of the properties going up for sale for the month. The County Clerk's office cannot give this information on the telephone.

Where do I go to obtain my tax identification number for my business?

Coleman County does not issue tax identification numbers for businesses.

This number must be obtained through the Comptroller of Public Accounts. You may reach this office at 1-800-252-5555

How do I obtain a Certified Copy of a Birth or Death Certificate, and can this be done by Mail?

Completed application required for qualified applicant for each birth or death certificate requested (signature is required).

To obtain in person, please have Photo ID with you, as we will put a copy of it on the back of the application.

To obtain a birth or death certificate by mail, complete the application form or send a letter including all the listed information and a copy of the applicant's valid driver's license or other valid picture identification along with a certified check or money order payable to Coleman County Clerk. Please provide a legible return address and day telephone number (if available).

Information required for Birth Certificate

1. Full name on birth record 2. Date and place of birth 3. Father's full name 4. Mother's maiden name

5. Name, address and phone number of requestor 6. Relationship to person on birth record

Any Texas birth certificate may be immediately purchased in Coleman County. This office uses a remote access system to the state's records dating, at this time, from 1926 to the present.

Information Required for Death Certificate

1. Full name on death record 2. Date and place of death 3. Father's full name 4. Mother's maiden name

5. Name, address and phone number of requestor 6. Relationship to person on death record

All deaths recorded in Coleman County from the early 1900's to the present are available.

What if I don't have a photo ID:

If the applicant does not have a photo ID, an alternative would be to mail/bring a photocopy of the photo ID of an immediate family member, who will then become the applicant.

Qualified applicant/Immediate Family Member: Any of the following relationships by blood or marriage are considered to be immediate family members: self, child, parent, brother, sister, grandparent, and spouse.)

How do I get a copy of the record if I am not an immediate family member?

You may send in a written, notarized statement signed by an immediate family member. The statement must give permission to Texas Vital Statistics to release a certified copy of the certificate to you. The statement must also identify you by your full name, and you must present a photocopy of your picture ID with the notarized statement. For births that occurred within the past 75 years, copies can be requested only by the immediate family of the person whose name is on the birth certificate. If you are not an immediate family member, you must provide legal documentation, such as a court order establishing guardianship that documents a direct and tangible interest in the birth certificate.

For deaths that occurred 25 years ago to the present, only the immediate family members to the name on the death certificate are eligible to request a copy. If you are not an immediate family member, you must provide legal documentation, such as an insurance policy listing you as a beneficiary that documents a direct and tangible interest in the record.

What are the requirements for a Marriage License?

Both parties must appear, together or separately, to apply. (Portions of the application process may be completed by absentee application if one party is unable to appear in person). Call (325)625-2889 for additional information. The deadline each day to complete application process is 4:00 pm.

1. applicants must be 18 years of age or
2. Applicants under 18 must be accompanied by a legal guardian. (there are several conditions under which a person under the age of 18 may legally marry) call (325)625-2889 for additional information .
3. Proof of age and identity (valid driver's license, certified copy of a birth certificate with a valid photo id, passport, etc.)
4. A divorce by either party must be final 30 days prior to applying for the marriage license.
5. Social security number required for both applicants (present card or valid proof)
6. License purchased in any Texas county can be used in the State of Texas and any other state or country that will accept it. (including: ceremony performed on an aircraft, boat or ship traveling in the us or international territory.) It may be used in any county in Texas.
7. The original license will be returned to you after it is filed.
8. The license will remain on file in the county where it was purchased. Certified copies may be ordered from that county at any time

When a license is purchased it may not be used for the first 72 hours

A district judge or county judge may waive the waiting period if a timely request is made. The license is valid for thirty (30) days from the date of purchase. There is no law requiring a blood test.

A wedding ceremony may take place with a proxy standing in for one of the applicants. This information is necessary when applying for the license.

Couples living as husband and wife may wish to make their marriage a matter of record without formal ceremony. Call for additional information on an informal marriage declaration.