

# Birth and Death Records Requests

## General Information

The Guadalupe County Clerk is the local registrar of vital records for Guadalupe County, including birth, death and marriage records. The summary indexes for birth and death records are open to the public, and may be researched in our offices during regular business hours. Issuance of birth certificates is restricted to qualified applicants for 75 years from the date of birth. Issuance of death certificates is restricted to qualified applicants for 25 years from the date of death. **BIRTH AND DEATH RECORDS ARE NOT OPEN FOR PUBLIC INSPECTION.**

Birth records are available from all counties in the State of Texas from 1926 to the present, and for Guadalupe County from 1903 to present. We also have some birth records dating as far back as the 1870's, as well as probate birth records, sometimes called delayed birth records. Death records are available for deaths occurring in Guadalupe County from 1903 to the present.

## How to Apply for a Birth or Death Certificate

Qualified applicants may obtain a certified copy of a birth or death record. A qualified applicant is defined as the registrant or an immediate relative or legal representative of the registrant. An immediate family member would be a spouse, parent, grandparent, sibling, or child of the registrant. A legal representative is defined as a court appointed administrator or guardian, or a power of attorney appointee. Applicant must present a valid photo I.D., such as a drivers' license, state issued identification card, or other valid state issued form of photo identification. A legal representative must also present documents showing proof of appointment and specific authorization to obtain the document. It is at the discretion of the County Clerk to determine whether sufficient identification has been provided. If you do not have a valid photo ID, or have questions about ID requirements, please call the County Clerk's office at (830) 303-4188, extension 1514.

The fee for a birth certificate is \$23.00. The fee for a death certificate is \$21.00 for the first copy, \$4.00 for each additional copy requested at the same time. Fees may be paid by cash, check, credit card or money order.

**(Note: additional fees for use of credit card)**

## Office Location and Business hours

The Guadalupe County Clerk's office is located on the first floor of the Guadalupe County Justice Center in Seguin, Texas.

To obtain a certified copy of birth or death, you may come to the Guadalupe County Clerk's (main) Office, 211 West Court Street, First Floor, Seguin, TX 78155. You may also purchase a certified copy of birth or death at our Annex Building located 1101 Elbel Rd., Schertz, TX 78154. The main office is open Monday through Friday, 8:00 a.m. to 4:30 p.m.; we are not open on holidays or weekends. The Schertz office is open 8am to 4:30pm (closed 1 hour for lunch).

You may also request the record by mail using the application form on our website, at <https://www.co.guadalupe.tx.us/coclerk/vitals.php>. When applying by mail, you must use the 'mail' form and it must be notarized. Please include a copy of your identification, along with your correct address and telephone number. Enclose a check or money order which includes your ID# and phone #, for the appropriate fees and mail your request

to:

Honorable Teresa Kiel  
Guadalupe County Clerk  
211 West Court Street, Seguin, TX 78155

If you have any questions, please do not hesitate to contact us by Phone:  
(830) 303-4188, Ext. 1514 or email us at [vitals@co.guadalupe.tx.us](mailto:vitals@co.guadalupe.tx.us)