

REQUEST FOR LETTERS TESTAMENTARY OR LETTERS OF ADMINISTRATION

Lindsey Brown, County Clerk  
Gillespie County Clerk's Office  
101 W. Main St. Unit 13; Room 109  
Fredericksburg, TX 78624



Letters Testamentary, \$2 per letter:  
Enter quantity: \_\_\_\_\_

Letters of Administration, \$2 per letter:  
Enter quantity: \_\_\_\_\_

Cause Number: \_\_\_\_\_

In the Matter of the Estate of: \_\_\_\_\_  
Decedents full Name

Executor or Administrator's Full Name: \_\_\_\_\_

Co-Executor or Administrator's Full Name: \_\_\_\_\_

Executor or Administrator's Mailing address: \_\_\_\_\_

Executor or Administrator's Phone Number: \_\_\_\_\_

NOTICE: Executor or Administrator must be qualified to obtain the record in accordance with Section 306.004 and Section 306.006 of the Estate Code. Executor or Administrator must provide VALID photo identification at the time request is made for Letters. Additional proof may be requested at the discretion of the clerk. I accept the letters as is and understand no refund or exchange will be granted.

**I hereby swear or affirm that the information above is true, accurate and complete to the best of my knowledge, that I am the executor/administrator of the estate, and that no relevant information has been omitted.**

Requester Signature \_\_\_\_\_ Today's Date: \_\_\_\_\_  
By signing here, the requester acknowledges understanding of and compliance with the statutes cited above

Sworn to and subscribed by \_\_\_\_\_ before me the \_\_\_\_\_  
day of \_\_\_\_\_.

\_\_\_\_\_  
Notary

Please make check or money order payable to Gillespie County and please send VALID photo Identification.