

LUCY ADAME-CLARK

COUNTY CLERK



BEXAR COUNTY

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

INSTRUCTIONS FOR FILING A FINANCIAL STATEMENT BY ELECTRONIC MAIL

County officers, candidates for a county office, justices of the peace, and candidates for the office of justice of the peace may file a personal financial statement with the county clerk by electronic mail.

“The statement may be filed with the county clerk by electronic mail. The county clerk may prescribe the manner and format for filing by electronic mail.” [Section 159.003 (c), Local Government Code]

County judicial officers and candidates for the office of county judicial officer may file a personal financial statement with the county clerk by electronic mail.

“A financial statement filed with the county clerk may be filed by electronic mail. The county clerk may prescribe the manner and format for filing by electronic mail.” [Section 159.052 (c), Local Government Code]

The Bexar County Clerk’s Office has adopted the following methods for submission of Personal Financial Statements:

Electronic	Email the completed Personal Financial Statement as a PDF file to financialstatements@bexar.org and Cc to Susan Sepulveda susan.sepulveda@bexar.org and Margaret Roque margaret.roque@bexar.org NOTE: The information entered on the financial statement should be clearly written or typed.
In person	Submit a completed Personal Financial Statement to Vital Statistics, located in the basement of the Paul Elizondo Tower, 101 W. Nueva, Suite B110, San Antonio, Texas 78205.
By mail	Mail the completed Personal Financial Statement to: Bexar County Clerk’s Office – Vital Statistics Division, 100 Dolorosa, Suite 104, San Antonio, Texas 78205.

Officials choosing to submit electronically will receive a confirmation message to the email address that submitted the financial statement.

Please do not hesitate to contact Priscilla Hernandez, Chief Deputy of Operations, at (210) 335-2561 or Priscilla.Hernandez@bexar.org if you have any questions related to filing a Personal Financial Statement by electronic mail.