



**DALLAS COUNTY
COUNTY CLERK**

Request for Documents

Requester/Customer Information

Name: _____ Date of Request: _____

Address/Return to Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail: _____ Contact #: _____

Document Information

Recorded Name: _____

Grantor/Grantee

Instrument #: _____ Doc. Type: _____

Deed, Release of Lien, etc.

Property Address: _____

City: _____ State: _____ Zip Code: _____

Copy Type: Plain Copy (\$1.00 per page)
Per Document

Certified Copy (\$1.00 per page plus an additional \$5.00 to certify) Per
Document

Please ensure that the information you have provided above is accurate. You may
use the following web address to research the requested document(s)
dallas.tx.publicsearch.us.

Dallas County Recording Division

Make business check(s), cashier's check(s) and money order(s) payable to: Dallas County Clerk

****PERSONAL CHECKS ARE NO LONGER ACCEPTED.****

Mailing Address:

Dallas County Clerk's Office – Recording Division

Attn: Index

500 Elm St. 2nd Floor

Dallas, Texas 75202

Please include an appropriate size prepaid, self-addressed stamped envelope with all requests. If you have any questions, please contact the Dallas County Clerk's Office at (214) 653-7099