



**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](http://dallas.tx.publicsearch.us).

**Dallas County Recording Division**

**Make check(s) or money order(s) payable to: Dallas County Clerk**

**Mailing Address:**

Dallas County Clerk  
Records Building  
Attn: Index  
500 Elm St., Suite 2100  
Dallas, TX 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.