



Hon. Felicia Pitre, Dallas County District Clerk

## FELONY CRIMINAL RECORDS REQUEST

Please print legibly/ Por favor escriba legible

<b>Today's Date (mm/dd/yyyy):</b> (Fecha – Mes/Día/Año)		<b>Email Address</b> (correo electronico)	
<b>Requestor:</b> (Nombre de solicitante)			
<b>Telephone Number:</b> (Numero de telefono)			
<b>Defendant's Full Name:</b> (Nombre completo de defendiente)			
<b>Date of Birth (mm/dd/yyyy):</b> (Fecha de nacimiento)			
<b>Case Numbers/Cause (Numero de caso):</b> <u>Must begin with "F"</u>		<b>FOR RECORDS USE ONLY</b>	
		<b>Offsite</b>	<b>Complete</b>
1) F		<input type="checkbox"/>	<input type="checkbox"/>
2) F		<input type="checkbox"/>	<input type="checkbox"/>
3) F		<input type="checkbox"/>	<input type="checkbox"/>
4) F		<input type="checkbox"/>	<input type="checkbox"/>

### FEES AND INFORMATION

- Please see the Fee Schedule on the District Clerk's website for current fees for service at [www.DallasCounty.org/districtclerk](http://www.DallasCounty.org/districtclerk)
- **Felony Record Searches are \$5.00** per name and/or date of birth.
- Requests made **after 4:00pm** will be processed the next business day.
- Request for **offsite/warehouse** files takes a minimum of **5 to 10 business days** to be retrieved.
- Request for copies **over 50 pages** requires a minimum of **2 business days to process**.
- Request may be submitted in-person, mailed or emailed @: [DCRecordsCriminal@DallasCounty.org](mailto:DCRecordsCriminal@DallasCounty.org) .

<b>FOR RECORDS USE ONLY</b>		
<b>Request received by:</b>		
<b>A</b>	<b>LM</b>	<b>Date</b>
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

<b>Dallas County District Clerk</b> <i>Felony Criminal Records Section</i>	133 North Riverfront Blvd (Lockbox #12) Dallas, Texas 75207 8:00am – 4:30pm Monday-Friday	<b>Contact Us</b> <a href="mailto:DCRecordsCriminal@DallasCounty.org">DCRecordsCriminal@DallasCounty.org</a> Phone: (214) 653 – 5950 Fax: (214) 653 – 5986
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