Dallas County Sheriff's Department
133 N. Riverfront Boulevard, LB - 31
Dallas, Texas 75207

MARIAN BROWN, SHERIFF

Attn: Criminal Records

Telephone: 214 - 653 - 2677 Fax: 214- 653 - 3420

Please fill out this form completely and return to this office with a cashier's check or money order in the amount of thirty-five dollars ($35.00) which is non-refundable, made payable to the "Dallas County Sheriff's Office." (NO PERSONAL CHECKS, DEBIT OR CREDIT CARDS). Submit two forms of government issued identification (NOT EXPIRED). If you have any questions, please contact Criminal Records (214) 653-2677 8:30 a.m. - 4:00 p.m.

CHECK ONE:

☐ ***Law/Pardon*** ☐ ***Clearance Letter***

The original Pardon letter that consists of your criminal background record is mailed and faxed to the Board of Pardons and Paroles. A copy of the same letter is mailed to the requestor of their records. The requestor of records should be the subject of the record unless a power of attorney is made known.

(Information will be for records in Dallas County only)

I, _____, do hereby authorize Sheriff Marian Brown, or her designee, to research the contents of any criminal history record that the Dallas County Sheriff's Office may possess concerning me. I also agree to hold Sheriff Valdez, or her designee, harmless should any information given to me become distributed to others.

Name: (Please print) _____
(Last) (First) (Middle)

List any former or alias names: _____
(Last) (First) (Middle)

Address: _____
(Street & Number) (City) (State) (Zip Code)

Date of Birth: _____ Race: _____ Sex: _____

Social Security No.: _____ Driver's License No./I.D. card: _____ State:_____

Daytime Telephone Number: (____)_____ Alternate Number: (____)_____

Signature: _____ Date: _____

POA/Guardianship Name:_____

Subscribed and sworn to before me this _____ Day of _____, Year _____

_____
NOTARY PUBLIC in and for the State of TEXAS

My Commission expires: _____

(NOTARY SEAL)

Note: This form may be mailed to the Sheriff's Department upon completion (it must be notarized with a copy of Driver's License or I.D. card plus a 2nd form of identification) to the address indicated above. The original form and payment MUST be sent by courier service or through the U.S. mail. If payment is made in advance, the letters may be sent to you at the address indicated on this form. If you complete the form in person, the cashier's window is open Monday thru Friday, from 8:30 a.m. to 4:00 p.m.) Again, only CASH, MONEY ORDER, OR CASHIER'S CHECK accepted.