



Hon. Felicia Pitre, Dallas County District Clerk
 Frank Crowley Court Building
 133 N. Riverfront Blvd LB #12
 2nd Floor Suite C-3 Dallas, Texas 75207

Request Date	Preferred Delivery
	<input type="checkbox"/> Pick UP
Deputy Clerk	<input type="checkbox"/> Email
	<input type="checkbox"/> Mail

FELONY RECORDS REQUEST FORM

Defendant Name: Last, First Middle / <i>Nobre del acusado: Apellido, Nombre</i>	Defendant Date of Birth / <i>Fecha de nacimiento</i>
Requestor Name / <i>Nombre de solicitante:</i>	Requestor Email / <i>Correo electronico de solicitante:</i>
Phone Number / <i>Numero de telefono</i>	Requestor Mailing Address / <i>Correo de solicitante:</i>

Will you require a FELONY BACKGROUND SEARCH? Yes/Si No
(Necesita un record de antecedentes penales?)

Will you require CERTIFIED COPIES? Yes/Si No
Necesita las copias selladas?

CASE NUMBER / Numero de Caso - SPECIFIC COPIES NEEDED FROM FILE / Copias necesarias del archivo

F-	
F-	
F-	

Additional Name or Comments / Nombre adicional o comentario

Request may be submitted in-person, by mail, or emailed at: dcrecordscriminal@dallascounty.org

Phone: 214-653-5950 ext 4
 Monday – Friday 8:00am – 4:00pm

FEEES AND INFORMATION

- Felony Record Searches are \$5.00 per name and/or date of birth.
- Please see the Fee Schedule on the District Clerk’s Website for current fees for service at www.DallasCounty.org/districtclerk
- A “certified copy” is a copy of a document issued by a court guaranteed to be true and exact copy of the original.
- Requests made after 4:00pm will be processed the next business day.
- Felony cases prior to 2009 are stored offsite, and will take a minimum of 3-5 business days to retrieve.