Dallas County Sheriff's Department
133 N. Riverfront Boulevard, LB - 31
Dallas, Texas 75207 - 4313
MARIAN BROWN, DALLAS COUNTY SHERIFF
Attn: Marian Ogletree

Telephone: 214 - 653 - 3462 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 a thirty-five ($35.00) which is non-refundable, made payable to the "Dallas County Sheriff's Office." (NO PERSONAL CHECKS, NO DEBIT OR CREDIT CARDS) If you have any questions, please contact Marian Ogletree (214) 653- 3462 8:00 a.m. - 4:00 p.m.
STATEMENT: CLEARANCE IS FOR INFORMATION IN DALLAS COUNTY ONLY.....

CHECK ONE:

☐ *Visa Clearance Letter* ☐ *Hunting Letter*

TO: _____
(If request is for a Visa or Hunting Letter, the COUNTRY to which you are traveling)

☐ *Police Clearance Letter*

WHY and Who: _____
(If request is for a POLICE CLEARANCE LETTER, please state why you need the letter and who can verify your request, name and telephone number)
(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 Brown 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: _____ *Date:* _____

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 pick up the letter and make payment in person at that time, the cashier's window is open Monday thru Friday, from 9:00 a.m. to 4:00 p.m.) Again, only CASH, MONEY ORDER, OR CASHIER'S CHECK accepted..... NO PERSONAL CHECKS, NO DEBIT OR CREDIT CARDS.