



Juli Luke
County Clerk

Denton County Courts Building
Criminal Department
PHONE: (940) 349-2014
FAX: (940) 349-2015

REQUEST FORM INFORMATION SHEET

- Select and thoroughly fill out appropriate form based on request and payment type.

- Please use a separate form for each individual a background search is being requested for.

- When requesting a background search, we ask that you provide **3** identifiers such as Name, Date of Birth, SSN #, State DL, or State ID.

- Background searches will be mailed back to the address provided. **This search will only be for Criminal Misdemeanor cases filed in Denton County.**

- When the request is received, our office has a **10** day turnaround time to process the request.

County Clerk "Background Search Request" Cover Sheet

Page _____ of _____
(Please use a separate form for each defendant)

Date: _____

To: Denton County Clerk, Juli Luke

Department: Criminal Clerk Fax : (940) 349-2015

Criminal Email Address: CountyClerkCriminalRequest@dentoncounty.gov

Mailing Address: Denton County Clerk- Criminal 1450 E. McKinney, Denton, TX 76209

From Name: _____ Firm: _____

Fax #: () _____ - _____ (to receive your copies) Phone #: () _____ - _____ **(Required)**

Credit Card:

Name as it appears on Card: _____

Credit Card Acct #: _____ Exp. Date: ____ / ____

(Check which applies) Master Card _____ Discover _____ American Express _____ Visa _____

Mailing Address: _____ City _____ State _____ ZIP _____

Email Address _____

****Providing an email address will allow your receipt to be emailed to you. ****

Authorized Signature:

This form authorizes the Merchant (LexisNexis Payment Solutions) to charge my account, for services rendered by the County Clerk's Office, plus a \$2.50 service fee.

Please provide the following identifiers (minimum of 3):

After we receive the request, our office has a 10-day turnaround.

Name: _____

Date of Birth: _____

SSN#: _____

DL#: _____

ID #: _____

- Background Search: \$5.00 for initial search plus \$5.00 for each additional case found. (background searches will be mailed back to the address listed above)
- **We require at least 3 of the identifiers requested above.**