

Criminal Records

The **Court Clerk's Office** handles the filing and maintaining of criminal records. If you would like a copy of your criminal record, you must do the following:

In-Person

1. Write a letter that includes: the full name, date of birth, Social Security number, date of offense, and case number (if known).
2. Get a Cashier's Check or Money Order (personal checks and cash are not accepted) for the applicable fees. It must be made payable to:

Comanche County Court Clerk 315 SW 5th Street, Suite 504 Lawton, OK 73501

The record search will be **\$10**, the first page will be **\$1.50**, and each additional page will be **\$.50**

3. Take the letter and fee to the **Criminal Office** (315 SW 5th Street, Suite 504, Lawton, OK 73501).

By Mail

1. Write a letter that includes: the full name, date of birth, Social Security number, date of offense, and case number (if known).

2. Get a Cashier's Check or Money Order (personal checks and cash are not accepted) for the applicable fees. It must be made payable to:

Comanche County Court Clerk 315 SW 5th Street, Suite 504 Lawton, OK 73501

The record search will be **\$10**, the first page will be **\$1.50**, and each additional page will be **\$.50**.

3. Create a self-addressed, stamped envelope (SASE). The **Criminal Office** will use this to send you the criminal record copy and the receipt.

4. Place the letter, fee, and SASE in an envelope and mail to:

Comanche County Court Clerk 315 SW 5th Street, Suite 504 Lawton, OK 73501 If you have any questions, you may call the Criminal Office at 580-355-4017.