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 one of 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 **$10.00**
– The first page will be **$1.50**
– Each additional page will be **$0.50**

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 **$10.00**
The first page will be **$1.50**
Each additional page will be **$0.50**

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

At this time, the **Court Clerk’s Office**does not accept criminal records requests, including background checks, via email. You must either request the information in-person or by mail. If you have any questions, you may call the Criminal Office at 580-355-4017.