

## Electronic Expunction Agency Service List

This information is furnished to aid filing parties with calculating service fees. All fees mentioned in this document can be found on the "Fee Schedule" located under "District Clerk Forms" found on our homepage. The electronic / waiver service fee for each agency named on this list can be found under SECTION I "FEES DUES AS SERVICE IS REQUESTED (CIVIL CASES)" and is listed under "Issuance Fees" as "Expunction of Records Notice by Electronic Notification". The service cost for any Agency not listed can be found under the same section listed as "Expunction of Records Notice by certified mail (Per Agency)" and is subject to service copy fees. ***This list does not represent who should be served in any expunction action.***

\*Please add the document security setting of "Contains Sensitive Data" to each Petition and Proposed Order Granting Expunction at the time of filing.

\*The base filing fee for an EXPUNCTION can be found under SECTION I "CLERK'S BASIC FILING FEE (OTHER CIVIL SUITS – NON-FAMILY)" listed as "Expunction Suit". ([Misdemeanor Acquittal expunctions and Veterans Treatment Court expunctions are not subject to court costs, please file them with a waiver of costs payment account](#)).

\*Remember to add service copy costs per page per Respondent for those served via certified mail. The cost-of-service copies per page may be found under SECTION III "ADDITIONAL FEES – MISCELLANEOUS" listed under "Copies" as "Service Copies".

**\*Attached you will find a list of the Agencies who receive service at the rate stated under SECTION I "FEES DUES AS SERVICE IS REQUESTED (CIVIL CASES)" listed under "Issuance Fees" as "Expunction of Records Notice by Electronic Notification".**

Please note the **Texas Department of Public Safety (TDPS)** is designated as the single source of contact for the Federal Bureau of Investigation (FBI), National Crime Information Center (NCIC), Texas Crime Information Center (TCIC), & U.S. Department of Justice. The clerk of court issues the expunction service electronically and addresses it to "Texas Department of Public Safety for itself and on behalf of the FBI, NCIC, TCIC, & U.S. Dept. of Justice". All of these Respondent/Agencies are served in a single electronic transmission. The total cost for serving this group can be found under SECTION I "FEES DUES AS SERVICE IS REQUESTED (CIVIL CASES)" listed as "Expunction of Records Notice by Electronic Notification".

*Note: The Code of Criminal Procedure requires the Texas Department of Public Safety to notify any and all vendors who purchase criminal history information from the department regarding the entry of an Expunction Order.*

For additional information please call (409) 766-2440.

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**List Rev. 02-27-2020**

**Service cost for the following Agencies are found under SECTION I "FEES DUES AS SERVICE IS REQUESTED (CIVIL CASES)" listed as "Expunction of Records Notice by Electronic Notification". Otherwise, the cost is that of "Expunction of Records Notice by certified mail (Per Agency)" found under the same section.**

Alvin Police Department
Bayou Vista Police Department - Attn: Ed Lucas
Brazos County Attorney
Clear Lake Shores Police Department - Attn: Court Clerk
Clear Lake Shores Municipal Court
College of the Mainland Police Department
Dallas County Sheriff's Department
Dickinson City Attorney
Dickinson Police Department - Attn: Records
Dickinson Municipal Court
Fort Bend Sheriff's Office
Friendswood City Attorney
Friendswood Municipal
Brazos County Attorney
Court Friendswood Police Department
Galveston City Municipal Court
Galveston County Auto Crimes Task Force
Galveston County Clerk's Office
Galveston County Community Supervision Department (GCCSD)
Galveston County Collection Department (F/K/A Pre-Trial Services & Collections)
Galveston County Constable Precinct One
Galveston County Constable Precinct Two
Galveston County Constable Precinct Three
Galveston County Constable Precinct Four
Galveston County District Attorney Office
Galveston County District Clerk
Galveston County District Court Administration F/K/A Galveston County Justice Administration

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Galveston County Justice of the Peace Pct 1 Judge Gregory Rikard - custodian of former JP 5 & 7 cases filed prior to 01-01-15
Galveston County Justice of the Peace Pct 2 Judge Mike Nelson - custodian of former JP 1 & 4 cases filed prior to 01-01-15
Galveston County Justice of the Peace Pct 3 Judge Billy Williams - custodian of JP 2, 3, & 6 cases filed prior to 01-01-15
Galveston County Justice of the Peace Pct 4 (Judge McCumber) - custodian of JP 8-1 & 8-2 cases filed prior to 01-01-15
Galveston County Personal Bond Office
Galveston County Sheriff Department & Jail
Galveston Police Department - Attn: Expunction Division
Harris County District Attorney's Office
Harris County Sheriff's Office
Highland Park Dept. of Public Safety
Highway Patrol, Texas City Office
Hitchcock Police Department - Attn: Records
Houston Police Department
Jamaica Beach Police Department
Kemah Municipal Court
Kemah Police Department
La Marque Municipal Court
La Marque Police Department
La Porte Police Department
League City - City Attorney
League City Municipal Court
League City Police Department
Montgomery County District Attorney
Montgomery County Sheriff's Department
Pasadena Police Department Attention Records Dept.

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Santa Fe Municipal Court
Santa Fe Police Department - Attn: Records
Seabrook Police Department
Texas A & M University Police Department
Texas Alcoholic Beverage Commission - Expunction Unit
Texas City Attorney's Office
Texas City Municipal Court
Texas City Police Department & Jail
Texas Department of Criminal Justice - Attn: Expunction Unit
Texas Dept. of Public Safety, for itself and on behalf of TCIC, NCIC, FBI & U.S. Department of Justice
<b>* Note: This is sent as one notice per the instructions of T.D.P.S. and is subject to only one service fee</b>
Texas Dept. of Public Safety Criminal Records and Driver's License Records
Texas Department of Licensing & Regulations
Texas Parks & Wildlife Dept - Attn: Records Division
Tiki Island Police Department - Attn: Records
UTMB Police Department
Webster Police Department
Wichita County Sheriff's Department