

Dallas County Quick Tips



Table of Contents

Introduction.....2

Key Tips for all Search Options:.....2

ROAM Index Search Grid:.....2

Advanced Search Tips:.....3

Filtering Your Search Results:.....4

Printing/Exporting Search Results.....5

Phonetic Search:.....5

Marriage Record Search:.....6

Marriage Quick-Tips:.....6

Advanced Marriage Search:.....6

Advanced Marriage Screen:.....7

Online Marriage Application:.....7

Assumed Name Filing:.....9

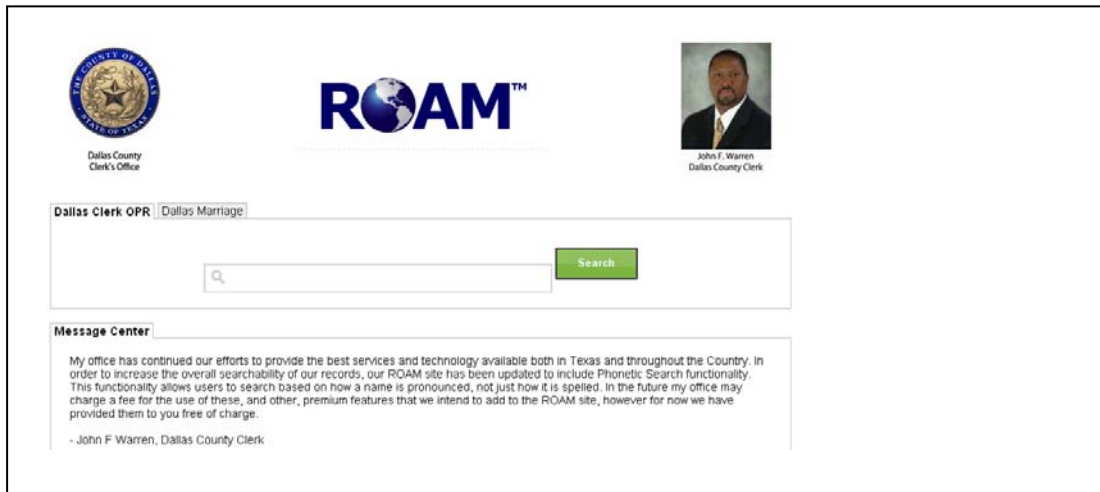
Assumed Name Application:.....10

# Introduction

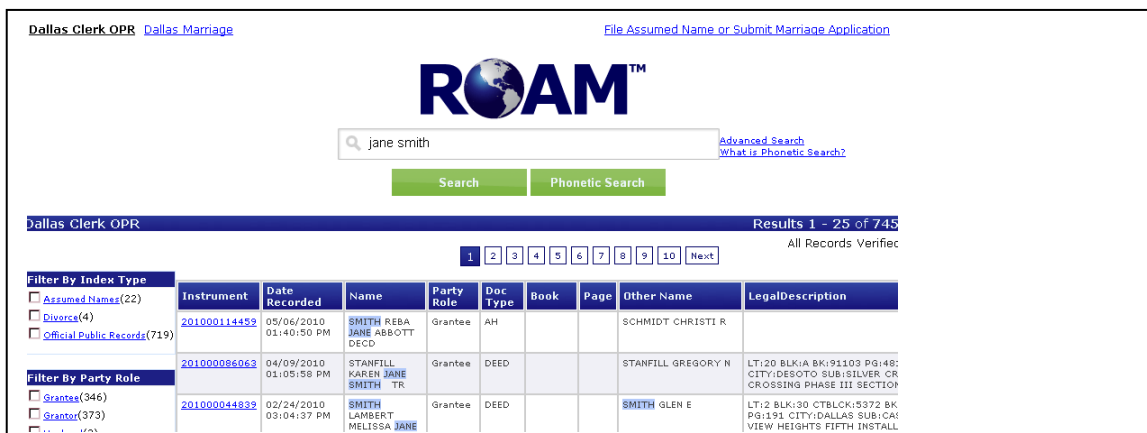
**ROAM** Rapid Online Access Method, is a robust, easy to use, enterprise data retrieval solution. ROAM allows you to run full text searches across all data elements, or selected data elements, with near instant results. Learn more about ROAM and its capabilities below.

## Key Tips for all Search Options:

1. Within the ROAM's homepage users are able to perform the following searches.
  - a. Full name search: Jane Smith
  - b. Business name search: Something Different
  - c. Instrument #: 200800236985
  - d. Volume/Page: 82126 25255



2. The ROAM database will return every instance of your search criteria that has been recorded.



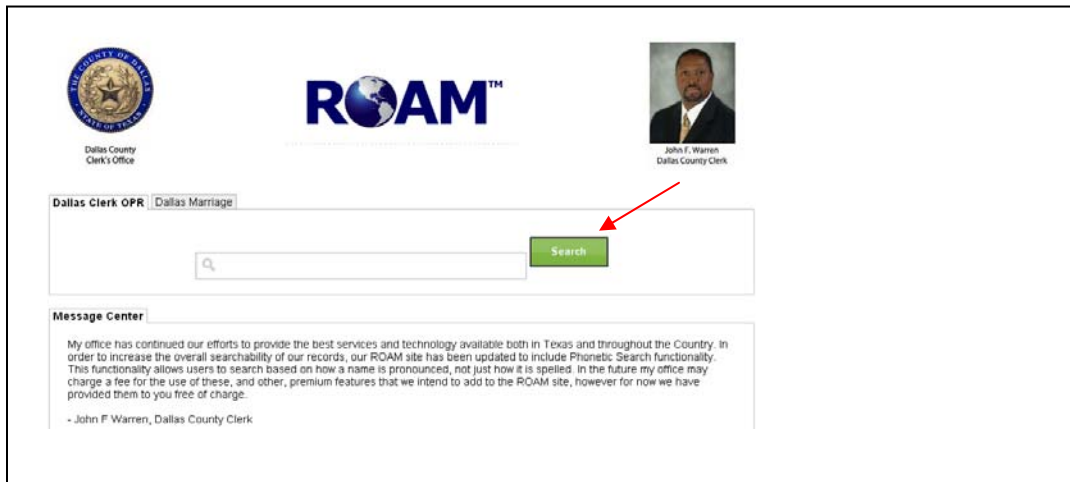
Instrument	Date Recorded	Name	Party Role	Doc Type	Book	Page	Other Name	LegalDescription
201000114452	05/06/2010 01:40:50 PM	SMITH REBA JANE ABBOTT DECD	Grantee	AH			SCHMIDT CHRISTI R	
201000086063	04/09/2010 01:05:58 PM	STANFILL KAREN JANE SMITH TR	Grantee	DEED			STANFILL GREGORY N	LT:20 BLK:A BK:91103 PG:48; CITY:DESOTO SUB:SILVER CR CROSSING PHASE III SECTION
201000044839	02/24/2010 03:04:37 PM	SMITH LAMBERT MELISSA JANE	Grantee	DEED			SMITH GLEN E	LT:2 BLK:30 CTBLCK:5372 BK PG:191 CITY:DALLAS SUB:CAI VIEW HEIGHTS FIFTH INSTALL

\* Click on any column in the search result grid to sort your results.

## Advanced Search Tips:

The advanced search allows users to search county records by instrument number, a date range, full name and business name, designated status, and full legal description.

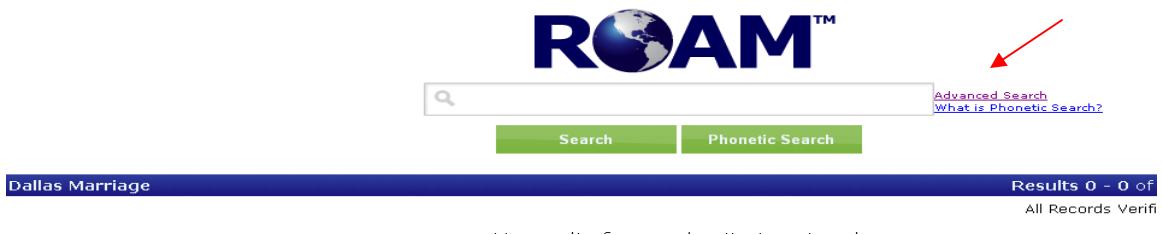
### Step 1: Click the Search button



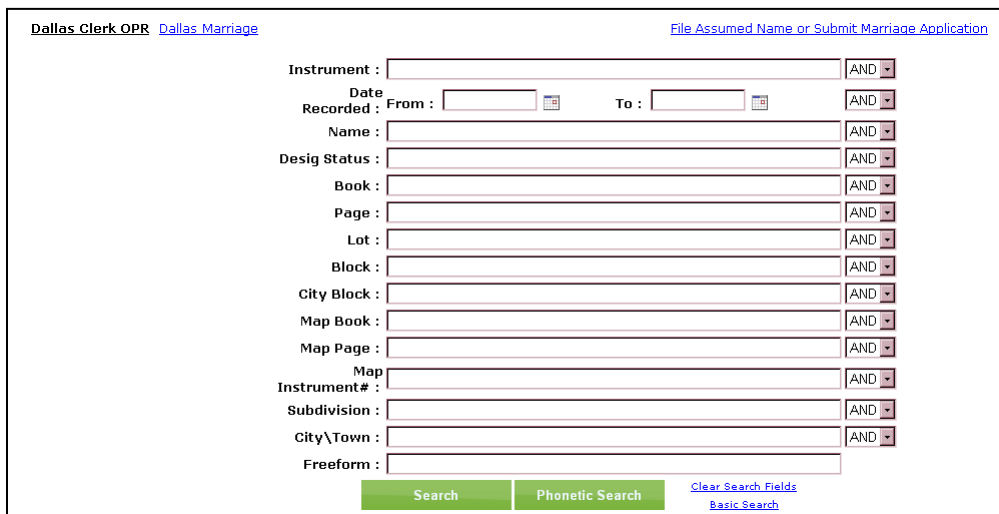
### Step 2: Click the Advanced Search link

[Dallas Clerk OPR](#) [Dallas Marriage](#)

[File Assumed Name or Submit Marriage Application](#)



### Step 3: Advanced Search Screen



\*The AND statement, on the right hand side does not have to be changed.

\*Users may enter all or partial information requested for the advance search.

## FILTER Your Search Results

ROAM's advance search allows you to narrow your search through a series of functions.

1. Filter by Index Type: Document Type
2. Filter by Party Role: Grantor/Grantee
3. Filter by Date Recorded

Dallas Clerk OPR Results 1 - 25 of 718 for Name:"Jane Smith". All Records Verified Thro

1 2 3 4 5 6 7 8 9 10 Next

Filter By Index Type	Instrument	Date Recorded	Name	Party Role	Doc Type	Book	Page	Other Name	LegalDescription
<input type="checkbox"/> Assumed Names(22)	201000086063	04/09/2010 01:05:58 PM	STANFILL KAREN JANE SMITH TR	Grantee	DEED			STANFILL GREGORY N	LT:20 BLK:A BK:91103 PG:481 CITY:DESOTO SUB:SILVER CREEK CROSSING PHASE III SECTION 4
<input type="checkbox"/> Official Public Records(696)	201000114459	05/06/2010 01:40:50 PM	SMITH REBA JANE ABBOTT DECD	Grantee	AH			SCHMIDT CHRISTI R	
<b>Filter By Party Role</b>	201000044839	02/24/2010 03:04:37 PM	SMITH LAMBERT MELISSA JANE	Grantee	DEED			SMITH GLEN E	LT:2 BLK:30 CTBLCK:5372 BK:16 PG:191 CITY:DALLAS SUB:CASA VIEW HEIGHTS FIFTH INSTALLMENT
<input type="checkbox"/> Grantee(337)	200900275198	09/28/2009 11:07:29 AM	SMITH JANE CORNISH	Grantee	DEED			JASIN RICHARD J SR	LT:1103 BK:2000130 PG:7482 CITY:DALLAS SUB:THE MAYFAIR AT TURTLE CREEK
<input type="checkbox"/> Grantor(359)	200900275199	09/28/2009 11:07:29 AM	SMITH JANE CORNISH	Grantor	DT			CITY NATIONAL BANK OF SULPHUR SPRINGS	LT:1103 BK:2000130 PG:7482 CITY:DALLAS SUB:THE MAYFAIR AT TURTLE CREEK
<input type="checkbox"/> Owner(22)	200900318850	11/11/2009 09:46:56 AM	SMITH JANE M	Grantee	REL			DALLAS TELCO FEDERAL CREDIT UNION	BK:780 CITY:ROWLETT SUB:THOMAS LUMLEY SURVEY
<b>Filter By Date Recorded</b>	200600352913	09/21/2006 12:00:00 AM	SMITH JANE A	Grantee	DEED	0	0	CLASSE CHARLES	LT 14 BLK 16 CTBLK 7060 CLAREMONT DALLAS VOL 33 PG 181
2010(3)	200600352914	09/21/2006 12:00:00 AM	SMITH JANE A	Grantor	DT	0	0	JPMORGAN CHASE BANK NA	LT 14 BLK 16 CTBLK 7060 CLAREMONT DALLAS VOL 33 PG 181
2009(10)									
2008(9)									
2007(17)									
2006(13)									
2005(14)									
2004(16)									

Once you have decided what type of filter you would like to do the next step would be to click one of the blue links. If you have chosen to filter by document type select the Official Public Records link then select all the document types that apply to your search.

Dallas Clerk OPR Results 1 - 25 of 3375 for RECDATE:[09/01/2010 TO 09/01/2010] All Records Verified Thro

1 2 3 4 5 6 7 8 9 10 Next

Filter By	Instrument	Date Recorded	Name	Party Role	Doc Type	Book	Page	Other Name	LegalDescription
<b>Filter By Index Type: Official Public Records</b>	201000224368	09/01/2010 04:52:28 PM			DEED				
<b>Filter By Doc Type</b>	201000224369	09/01/2010 04:52:28 PM			DT				
<input type="checkbox"/> AFF(93)	201000224367	09/01/2010 04:52:02 PM			DT				
<input type="checkbox"/> AFF(36)	201000224365	09/01/2010 04:50:59 PM			DEED				
<input type="checkbox"/> AGREE(78)	201000224366	09/01/2010 04:50:59 PM			DT				
<input type="checkbox"/> AH(13)	201000224364	09/01/2010 04:50:48 PM			REL				
<input type="checkbox"/> AH(18)	201000224363	09/01/2010 04:50:33 PM			REL				
<input type="checkbox"/> AJ(13)	201000224362	09/01/2010 04:50:24 PM			REL				
<input type="checkbox"/> AJ(13)	201000224361	09/01/2010 04:50:14 PM			REL				
<input type="checkbox"/> AL(43)	201000224360	09/01/2010 04:49:50 PM			DT				
<input type="checkbox"/> AL(56)	201000224359	09/01/2010 04:49:45 PM			DT				
<input type="checkbox"/> AM(64)	201000224359	09/01/2010 04:48:45 PM			NOTICE				
<input type="checkbox"/> APP(10)	201000224357	09/01/2010 04:48:45 PM			DEED				
<input type="checkbox"/> APP(216)	201000224356	09/01/2010 04:39:13 PM			REL				
<input type="checkbox"/> AS(17)	201000224355	09/01/2010 04:39:03 PM			REL				
<input type="checkbox"/> AS(70)	201000224354	09/01/2010 04:38:54 PM			REL				
<input type="checkbox"/> ASSMT(20)	201000224353	09/01/2010 04:38:44 PM			REL				
<input type="checkbox"/> ASSMT(2)	201000224352	09/01/2010 04:38:03 PM			DT				
<input type="checkbox"/> CCJ(13)	201000224351	09/01/2010 04:35:43 PM			DEED				
<input type="checkbox"/> CONT BOND(4)	201000224350	09/01/2010 04:35:43 PM			DT				
<input type="checkbox"/> CORR DT(1)									
<input type="checkbox"/> CORR DT(3)									

Now select the green FILTER button.

☐ SUBORD AGMT(2)

☐ SUBORD AGMT(84)

☐ TR DEED(5)

☐ TR DEED(25)

☐ VOID(10)

☐ WITH AN(4)

☐ WITH AN(6)

**Filter**

## PRINTING/EXPORTING SEARCH GRID

The ROAM site allows users to copy the search grid into other programs. With the ROAM system users are able to export to Excel, PDF, or RTF (Word).

Results 1 - 3 of 3 for RECDATE:[09/01/2010 TO 09/01/2010] All Records Verified T

Instrument	Date Recorded	Name	Party Role	Doc Type	Book	Page	Other Name	LegalDescription
201000224259	09/01/2010 03:45:24 PM	PELLIZZARI FRANK T	Grantee	REL JDGMT			FORTIS CAPITAL LLC	
201000224259	09/01/2010 03:45:24 PM	FORTIS CAPITAL LLC	Grantor	REL JDGMT			PELLIZZARI FRANK T	
201000224259	09/01/2010 03:45:24 PM	YOUNG DAN G	Grantor	REL JDGMT			PELLIZZARI FRANK T	

Export options: [Excel](#) [PDF](#) [RTF](#)

Export(1)

Instrument	Date Recorded	Name	Party Role	Doc Type	Book	Page	Other Name
201000224259	09/01/2010 03:45:24 PM	PELLIZZARI FRANK T	Grantee	REL JDGMT			FORTIS CAPITAL LLC
201000224259	09/01/2010 03:45:24 PM	FORTIS CAPITAL LLC	Grantor	REL JDGMT			PELLIZZARI FRANK T
201000224259	09/01/2010 03:45:24 PM	YOUNG DAN G	Grantor	REL JDGMT			PELLIZZARI FRANK T

## Phonetic Search:

### What is a Phonetic Search?

ROAM's Phonetic Search uses advanced methods to search across names indexed within the system and return records where the name is pronounced like the name that is being searched on. The phonetic search will only apply these advanced methods to names in the index, and not to other fields. Also, as a result of searching across the indexed names for results that are pronounced like the name being searched on, the phonetic search will bring back more results than a traditional exact name search.

[Dallas Clerk OPR](#) [Dallas Marriage](#)

[File Assumed Name or Submit Marriage Application](#)



[Advanced Search](#)
[What is Phonetic Search?](#)

Dallas Marriage

Results 0 - 0 of

All Records Verifi

## Marriage Record Search:

Select the Dallas Marriage icon



The screenshot shows the ROAM homepage. On the left is the Dallas County Clerk's Office seal. In the center is the ROAM logo. On the right is a portrait of John F. Warren, Dallas County Clerk. Below the seal and logo are tabs for "Dallas Clerk OPR" and "Dallas Marriage". A red arrow points to the "Dallas Marriage" tab. Below the tabs is a search box containing the text "Jane Smith" and a green "Search" button.

### Marriage Quick-Tip

- On the ROAM's homepage you are able to search by the bride or groom's name within the search box.
- The search will return every instrument indexed as Jane Smith.

## Advanced Marriage Search:

**Step 1:** Select the Dallas Marriage icon and then click Search



This screenshot is identical to the one above, showing the ROAM homepage with the "Dallas Marriage" tab selected. A red arrow points to the "Search" button.

**Step 2:** Select Advanced Search







The screenshot shows the ROAM Advanced Search page. At the top, there are links for "Dallas Clerk OPR" and "Dallas Marriage". On the right, there is a link for "File Assumed Name or Submit Marriage Application". The ROAM logo is in the center. Below it is a search box with a magnifying glass icon. To the right of the search box are two links: "Advanced Search" and "What is Phonetic Search?". Below the search box are two green buttons: "Search" and "Phonetic Search". At the bottom, there is a blue bar with the text "Dallas Marriage" on the left and "Results 0 - 0 of All Records Verifi" on the right.

## Advanced Search Screen:

[Dallas Clerk OPR](#) [Dallas Marriage](#)

[File Assumed Name or Submit Marriage Application](#)

Instrument :	<input type="text"/>	AND	
License Number :	<input type="text"/>	AND	
Application Date :	From : <input type="text"/> 	To : <input type="text"/> 	AND
Date Married :	From : <input type="text"/> 	To : <input type="text"/> 	AND
Name :	<input type="text"/>		
<input type="button" value="Search"/>		<input type="button" value="Phonetic Search"/>	<a href="#">Clear Search Fields</a> <a href="#">Basic Search</a>

## Online Marriage Application:

ROAM allows for the process of online marriage application. Customers are able to fully complete a marriage license application and submit it to the County for further processing.

**Step 1:** Within the **Message Center** select the text that reads  
(Click Here to File an Assumed Name or Submit an Online Marriage Application)

**Message Center**

My office has continued our efforts to provide the best services and technology available both in Texas and throughout the Country. In order to increase the overall searchability of our records, our ROAM site has been updated to include Phonetic Search functionality. This functionality allows users to search based on how a name is pronounced, not just how it is spelled. In the future my office may charge a fee for the use of these, and other, premium features that we intend to add to the ROAM site, however for now we have provided them to you free of charge.

- John F Warren, Dallas County Clerk

Learn help tips about ROAM [HERE!](#)

View ROAM's latest Dashboard functionality [HERE!](#)

- [Click Here to File an Assumed Name or Submit an Online Marriage Application](#)

**Step 2:** Select the Marriage Application link.

[Dallas Clerk OPR](#) [Dallas Marriage](#)

[File Assumed Name or Submit Marriage Application](#)



[Assumed Name](#) | [Marriage Application](#)

### Step 3: Proceed to fill out the online marriage application

[Dallas Clerk OPR](#) [Dallas Marriage](#)

[File Assumed Name or Submit Marriage Application](#)



[Assumed Name](#) | [Marriage Application](#)

**Online Marriage Application**

\* = Required Field  
\* = Invalid Data

**Male Applicant:**

First Name  Middle Name  Last Name

**Current Address:**

Street Name  City or Town  County  State/Country  Zip Code

**Birth Information:**

SSN  Age  Date of Birth  City of Birth  County of Birth  State of Birth

**Other Details:**

☐ I have not been divorced in the last 30 days

☐ I am not presently married and the other application is not presently married

☐ I am not presently delinquent in the payment of court-ordered child support

**Step 4:** Once the application is complete click the submit button and wait for the confirmation number. Bring your reference number into the Dallas County Clerk's office for the purchase of your marriage license.

The Marriage License on-line application process is provided as a convenience for Internet users. We do not provide technical assistance in the use of the Internet. If you experience problems in completing the application and/or **DO NOT receive a confirmation number** you must come into the Dallas County Clerk's office to obtain your Marriage License. If you successfully completed your application and **RECEIVE A CONFIRMATION NUMBER** you must still come into our office to obtain your marriage license.

### Reference Number

[Dallas Clerk OPR](#) [Dallas Marriage](#)

[File Assumed Name or Submit Marriage Application](#)



[Assumed Name](#) | [Marriage Application](#)

Thank you for using the online services.

Your Marriage Application reference number is: **14532**

Marriage applications may also be started online. Once the application is submitted and you receive your confirmation number, both applicants must come to the County Clerk's Office to pay the required filing fee and then obtain their license

**Note: Your Internet Online Application will only be kept on file 30 business days from the date submitted to the Clerk and Records Office.**

**\*** Both applicants must now come into the County Clerk's office to pay the required filing fee to obtain their marriage license.



## Assumed Name Filing:

ROAM allows for the process of online Assumed Name application/DBA. Customers are able to fully complete an Assumed Name application/DBA application and submit it to the County for further processing.

**Step 1:** Within the **Message Center** select the text that reads  
(Click Here to File an Assumed Name or Submit an Online Marriage Application)

**Message Center**

My office has continued our efforts to provide the best services and technology available both in Texas and throughout the Country. In order to increase the overall searchability of our records, our ROAM site has been updated to include Phonetic Search functionality. This functionality allows users to search based on how a name is pronounced, not just how it is spelled. In the future my office may charge a fee for the use of these, and other, premium features that we intend to add to the ROAM site, however for now we have provided them to you free of charge.

- John F Warren, Dallas County Clerk

Learn help tips about ROAM [HERE!](#)

View ROAM's latest Dashboard functionality [HERE!](#)

- [Click Here to File an Assumed Name or Submit an Online Marriage Application](#)

**Step 2:** Select the type of Assumed Name form which you're applying for.

- Unincorporated Business: Register within Dallas County.
- Incorporated Business: Register within the State of Texas.

[Dallas Clerk OPR](#) [Dallas Marriage](#)

[File Assumed Name or Submit Marriage Application](#)



[Assumed Name](#) | [Marriage Application](#)

### Fictitious Business Names Filing

Select Filing Type:

Assumed Name Certificate Of Ownership For UnIncorporated Business
Assumed Name Certificate Of Ownership For UnIncorporated Business
Assumed Name Certificate Of Ownership For Incorporated Business

**Step 3:** Once you have identified the type of form select next.

[Dallas Clerk OPR](#) [Dallas Marriage](#)

[File Assumed Name or Submit Marriage Application](#)



[Assumed Name](#) | [Marriage Application](#)

### Fictitious Business Names Filing

Select Filing Type:

Assumed Name Certificate Of Ownership For UnIncorporated Business
---

[Next>>](#)

## Assumed Name Application:

[Dallas Clerk OPR](#) [Dallas Marriage](#)

[File Assumed Name or Submit Marriage Application](#)



[Assumed Name](#) | [Marriage Application](#)

### Assumed Name Certificate Of Ownership For UnIncorporated Business

- 1) Name under which Business or Professional Service(s) is/are or will be conducted
- 2) Principal Address                      City                      State                      Zip
- 3) The period, not to exceed ten(10) years, during which this assumed name will be used is  year(s)
- 4) The corporation is a: (Select applicable one)

## Assumed Name Application:

Once the application is completed click Submit and capture your Reference number

<input type="text"/>			
Principal Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name:			
<input type="text"/>			
Principal Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

## Reference Number:

[Dallas Clerk OPR](#) [Dallas Marriage](#)

[File Assumed Name or Submit Marriage Application](#)



[Assumed Name](#) | [Marriage Application](#)

Thank you for using the online services.

Your reference number is:

**151908**

You must come into the County Clerks office to sign and pay your fee, to insure the filing of this document.

Assumed Name web submissions must be Recorded within 72 hours or it will be removed from the queue.

[Back](#)

\*Once you have received your reference number all parties must come into the Dallas County Clerk's office for recording, submit payment, and to obtain your original document.

**If further assistance is needed please contact our office at  
214-653-6419 for Yvonne White or 214-653-5750 for Sedrick D. King.**