

Municipal Prosecution Application for Theft (Shoplift) Complaint

Store Information

Date of Offense	Time of Offense	Store Name	Store Phone
Store Address	City	State	Zip

Employee (Fact Witness)

Full Name	Age/Date of Birth	Driver's License
Home Address	City	State
Email	Home Phone	Cell Phone

Defendant

Full Name	Age/Date of Birth	Driver's License
Phone	Race/Sex	Height/Weight
Home Address	City	State

Note: Retail Value must less than \$100 (excluding tax.) Amounts greater than \$100 are Class B, or higher, offenses. If this is the case, contact 911 for transport of defendant to the County Jail.

Property / Description	Number of Items	Retail Value
Total:		

On _____ at _____, defendant _____ entered _____, located at _____, _____, _____, took the listed property, valued at _____, and left or attempted to leave the store without paying for the items.

Add additional details about arrest or statements from the Defendant below:

UPON COMPLETION OF THIS AFFIDAVIT (below), PLEASE RETURN TO:
 City of Dallas Prosecution Office: 2014 Main Street Room 227, Dallas, Texas 75201.

This section is the responsibility of Dallas Peace Officers

I promise to appear as directed or pay the fine within 21 days. I understand this is not a plea of guilty and that fine and fee amounts are subject to change without notice.

Defendant Signature

Date

Dallas Police Witness

Badge Number

Date

“State law requires that if the person fails to appear in Court as provided by law, for the presentation of the offense, the person may be denied renewal of the person’s driver’s license. Also (a) the person may not be permitted to register or reregister a motor vehicle in the state, (b) the person’s privilege to operate a motor vehicle is subject to revocation and may become ineligible to be issued a driver’s license in this state if driving under a privilege of authorized by state law.”

JUVENILES

Juveniles (Ages 10-16) at time of citation must be scheduled for a court hearing. You must appear with a parent or guardian.

Fine payments cannot be made until instructed by a judge. A child and parent or guardian is required to appear before the court and has an obligation to provide the court in writing with the current address and residence of the child. The obligation does not end when the child reaches age 17. On or before the seventh day after the date the child or parent or guardian changes residence, the child or parent or guardian shall notify the court of the current address in the manner directed by the court. A violation of this subsection may result in arrest and is a Class C misdemeanor. The obligation to provide notice terminates on discharge and satisfaction of the judgment or final disposition of the case.

PAYMENTS OF CITATIONS TO ADULTS (Age 17 and Older) CAN BE MADE IN PERSON AT: 2014 MAIN STREET.

For more information call (214) 670-0109 or 1-800-214-0357 (Assistance for the Hearing Impaired, Provided) or on the website – www.dallascityhall.com. You may pay cash, money order or MasterCard/Visa, American Express, Diners Club, Carte Blanche, Discover at 2014 Main Street.

Note: A COPY of this Notice must be given to the Defendant.