

# RECORDS REQUEST FORM

A request for any type of record from this Department must be in writing and should have as many descriptors as possible in reference to the information you are seeking. The reason for your request is not needed/necessary and should not be included.

Information to be released will be only what is considered public information as stated in Chapter 552 of the Texas Government Code, generally, the front page of a police report is public/open record.

Please check this box if you are requesting the full report. If the requested information/report is under investigation/pending prosecution or a disposition has not been entered, this Department will ask the Texas Attorney General for permission to withhold information deemed not public/open record.

Please fill in as many of the following as possible – be very specific:

Case or Call number: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

Type of Occurrence/Offense: \_\_\_\_\_

Person(s) Involved: \_\_\_\_\_

To submit more information, the section below or the back of this page may be used if needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that a fee may be charged for the information that I'm seeking, and payment may not be made by personal check. I will provide my address and telephone number below should you have need to contact me.

\_\_\_\_\_  
Printed Name of Requestor

\_\_\_\_\_  
Signature

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date: \_\_\_\_\_