



REQUEST FOR INFORMATION

Today's Date: _____

Requestor Information - Please Print

Name: _____ Telephone: _____
 Address: _____ City _____ State ____ Zip _____
 Identification (type): _____ Identification number: _____

Report Information - Please be Specific

Under the Texas Public information Act, Chapter 552 of the Government Code, I request copies of, or access to:

- Accident Report** (case number) _____ Paper/\$6.00 ea
 - 1. Date of Accident: _____ 2. Location: _____
 - 3. A Person Involved: _____
- Police Report** (case number) _____ Paper/\$.10 pg> 100pps
- Other** (please specify) _____ DVD/CD/\$2.50 ea
 - 1. Date of Incident _____ 2. Citation Number: _____
 - 3. Person(s) Involved _____
 - 4. Officer Involved _____

I am not requesting any information that is confidential as a matter of law, and I understand that this information (e.g. Texas driver's license number, social security number, telephone numbers and addresses) will be withheld.

Section 552.021 of the Texas government Code provides that public information is available to the public during normal business hours of the governmental body. The officer for public information will respond to your request within 10 business days after the date the information request is received.

I understand that a fee may be due before the information can be released. Written notification will be provided if additional time is required. Fees will vary depending on how I request to receive the information and the availability of information.

Signature of Requestor

Date

Office Use Only

Request received on _____, at _____ AM/PM Prepared by _____
 Patron notified on _____, at _____ AM/PM Picked up/ mailed / faxed on _____, at _____ AM/PM