

PUBLIC INFORMATION REQUEST

Under Chapter 552, Public Information, the Governmental Body has up to 10 Business Days to produce the information requested or explain why the information could not be produced.

In Accordance with Chapter 552, Public Information, of The Texas Government Code, I hereby request:

Print Name of Requestor: _____

Address of Requestor: _____

Phone Number: _____

Fax Number: _____

Date of Request: _____

Number of copies of the following documents _____

Access to review the following documents _____

Fill In Completely ---Please Print All Information

ADMINISTRATION RECORD:

Description: _____

COURT DEPARTMENT RECORD:

Description: _____

POLICE DEPARTMENT RECORD:

Accident Report Arrest Report Incident Report Other

Name of Person Involved: _____

Date of Birth: _____

Sex/Race: _____

Driver License Number & State: _____

Date of Incident: _____

Case Number: _____

Accident /Incident Reports

Give a Brief Description: _____

Signature of Person Requesting _____

CITY NOTES:

CHARGES:

Accident/Incident: \$6.00

All other request: \$0.05 per page

+ any actual costs for special services

Paid

\$

FOR OFFICE USE ONLY:

City Sec.

Received by & date: _____

Action: _____

Action: _____

Action: _____

PICK UP

CALLED

MAILED

FAX