



RED OAK POLICE DEPARTMENT PUBLIC INFORMATION REQUEST



ALL REQUEST MUST BE MADE IN WRITING AND DIRECTED TO:
Records Clerk ♦ 547 Methodist ♦ Red Oak ♦ TX ♦ 75154 or at singram@redoaktx.org
Phone: 972-617-7632 ♦ Fax: 972-617-8239

PLEASE PRINT

REQUESTOR'S NAME: _____ COMPANY: _____
 MAILING ADDRESS: _____ EMAIL: _____
 CITY/STATE/ZIP: _____ PHONE NO: (____) _____
 REQUESTOR'S SIGNATURE: _____ DATE: _____

I understand that: 1) The Texas Public Information Act does not require a governmental body to create new information, to do legal research, or to answer questions; 2) Section 552.002(a) defines "public information" as information "collected, assembled, or maintained...by a governmental body," or for such a body if it "owns...or has a right of access to" the information; 3) the governmental body may charge for inspection and copying public records in accordance with the current guidelines established by the Texas Building and Procurement Commission; 5) the governmental body has the right to request an Office of the Attorney General ruling whether information may or must be withheld; and 6) the governmental body has the right to request a bond, prepayment or deposit if estimated costs exceed \$100.00.

Pursuant to The Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of the City of Red Oak, Texas. **Please be as specific as possible including names(s), date(s), case number(s), etc. Attach a separate sheet, if needed.**

I request a: () Copy of an Accident Report () Copy of a Call for Service, Incident, Offense or Arrest Report

FOR POLICE USE ONLY	
REQUEST NO: _____	
Provided copies/DVD/CD: _____ No such information exists: _____ A/G Opinion Requested: _____ Request for Clarification: _____ Forwarded to Legal: _____ Date Completed: _____ Completed By: _____	Received (Stamp) Received by: _____