Under the Texas Public Information Act, a request for public information must ask for records or information already in existence. The Act does not require a governmental body to create new information, to do legal research, or to answer questions regarding the information provided. Per the Texas Public Information Act, response will be made within (10) ten business days of date of request, unless records are not easily accessible, whereby the requestor will be notified of when the records will be made available.

**PLEASE PRINT**

TODAY’S DATE: __________________________________

MR/MS/MRS: (YOUR NAME) ________________________________________________________________________

BUS. OR AGENCY: _________________________________________________________________

(IF REQUESTING FOR A BUSINESS OR AGENCY)

ADDRESS: ______________________________________________________________________________________

CITY, STATE & ZIP: ________________________________________________________________________________

PHONE NUMBER: ______________________________________________________________________________

EMAIL ADDRESS: ________________________________________________

Would you like your information emailed to the address above? _____________________________________________

(Please provide as much of the following information as possible.)

Under the Public Information Act, I request copies of the following:

____ Basic Information Report  ____ Incident Report  ____ Video Tape(s)  ____ Call Sheet

____ Photograph(s)  ____ Audio Tape(s)  ____ Arrest Report(s)  ____ Other: ________________________________

CASE NUMBER: ____________________________  DATE OF OFFENSE: ______________________________

LOCATION OF OFFENSE: ____________________________  PERSON’S NAME: __________________________

PLEASE BE SPECIFIC AS POSSIBLE IDENTIFYING THE INFORMATION REQUEST:

______________________________________________________________________________________________

______________________________________________________________________________________________

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Fee disclosure: I agree to pay copy charges of 10 cents per page, and understand there may be additional personnel charges of $15.00 per hour if there are more than fifty pages. I also agree to pay associated postage/faxing costs that may be incurred in processing my request. I understand that I will be contacted if the estimated charges exceed $40.00 and that Baylor University DPS may require a deposit if the estimated charge exceeds $100.00.

______________________________________________

Signature of Requestor