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.

**PLEASE PRINT**

TODAY’S DATE: ________________________

YOUR NAME: __________________________________________________________________________

BUSINESS OR AGENCY (ONLY IF REQUESTING FOR A BUSINESS OR AGENCY): ________________________________________________

ADDRESS, CITY, STATE & ZIP: __________________________________________________________________________

CONTACT PHONE NUMBER & EMAIL ADDRESS: ___________________________________________________________

Would you like the material sent to your email address above? Please circle response:   YES    NO    (Note: We may not be able to email large files such as video/audio)

On the next section please fill in as much as possible. Items with an * are required per Section 1701.661 of the Texas Occupations Code, for body-camera records.

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

____ Basic “Front Page” Information  _____ Police Report  ____Video Tape  ____Call Sheet
____Photograph  _____Audio Tape  ____Arrest Report  ____ *Video from body-worn camera
____Other: ______________________________

CASE NUMBER: _____________________________ *DATE & TIME OF OFFENSE: _____________________________

*LOCATION OF OFFENSE: _____________________ *NAMES OF PEOPLE INVOLVED: ________________________________

PLEASE BE SPECIFIC AS POSSIBLE IDENTIFYING THE INFORMATION REQUEST:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Fee disclosure: I agree to pay copy charges of 10 cents per page, and I 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 the Baylor University Police Department may require a deposit if the estimated charge exceeds $100.00.

______________________________________________
Signature of Requestor

Revised 12/6/18