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 recordings. If the information is not provided, we will not be able to produce the body camera recordings.

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  _____ Affidavit for Warrantless Arrest

_____ Other ____________________________________________________________________________  _____ *Video from body-worn camera

CASE NUMBER: ________________  *DATE & APPROXIMATE TIME OF OFFENSE: ________________________________

*SPECIFIC LOCATION OF OFFENSE: ________________________________________________________________

*NAMES OF ONE OR MORE PERSONS KNOWN TO BE A SUBJECT OF THE RECORDING:
__________________________________________________________________________________________

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 04/09/21