



City of River Oaks



POLICE DEPARTMENT

4900 River Oaks Blvd. • River Oaks, Texas 76114-3007 • Phone 817 / 626-1991 • Fax 817 / 626-0833

OPEN RECORDS REQUEST

BY SUBMISSION OF THIS DOCUMENT, I AM REQUESTING INFORMATION STATED BELOW. I HAVE GIVEN THE SPECIFICS AS TO WHAT INFORMATION I AM LOOKING FOR. I UNDERSTAND THAT SOME DOCUMENTS ARE SUBJECT TO NON-DISCLOSURE UNDER THE TEXAS GOVERNMENT CODE PUBLIC INFORMATION ACT CHAPTER 552 AND OTHER RELATED LAWS. I FURTHER UNDERSTAND THAT THERE IS A FEE CHARGED PER REQUEST TO COVER THE COST OF REPRODUCTION OR COPYING. THE INFORMATION I AM REQUESTING IS DESCRIBED BELOW:

PLEASE PRINT ALL INFORMATION

SPECIFICALLY, WHAT INFORMATION IS NEEDED: _____

TYPE OF REPORT OR NATURE OF THE INCIDENT: _____

REPORT NUMBER(S): _____

NAME OF VICTIM OR REPORTING PERSON: _____

LOCATION OF INCIDENT: _____

DATE OF THE INCIDENT: _____

REQUESTED BY:

NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____ DAYTIME PHONE NUMBER: _____

SIGNATURE: _____

I UNDERSTAND THAT THIS REQUEST WILL BE PROCESSED WITHIN 10 DAYS OR AS SOON AS POSSIBLE AND ALL INFORMATION IS RELEASED MONDAY THRU FRIDAY BETWEEN 8:00 A.M. AND 5:00 P.M. IF I HAVE ANY QUESTIONS, I MAY CALL 817-626-1991 AND ASK FOR THE POLICE ADMINISTRATOR

FOR OFFICE USE ONLY:	
DATE RECEIVED:	RECEIVED BY:
PAYMENT RECEIVED:	
FORWARDED TO LEGAL	
LEGAL REVIEW BY:	
APPROVED	
RELEASED / MAILED TO:	DATE MAILED: