



**Forney Police Dept
Open Records Request Form**

Requested Information: _____

Date of request: ____/____/____ Name of Person Requesting: _____

Address: _____

Telephone Numbers: Home _____ Cell _____

To Records for the City of Forney Police Department,

Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information.

Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

The following information will need to be completed and the information requested will be returned to you within 10 business days unless otherwise extended.

Please choose the following on how to receive the records request (see charges below):

- Mailed to the address indicated above.
- Faxed to me at Fax Number: _____.
- Picked Up by me or my representative (name _____) at the Forney Police/Fire Department.

Please choose the following format on how to receive the records request (see charges below):

- Examination Only. I understand that if the documents are not readily available, records may schedule a date and hour within a reasonable time for my examination of documents. I understand that I must complete my examination within ten days of the date the records were made available to me.
- Photocopied for my use where the information sought is in the form of paper.
- Duplicated for my use where the information sought is in the form of audiotapes, videotapes, CD's, or other similar recording systems.

I agree to pay the cost of photocopying, duplication, mailing, faxing etc. In the event the estimated cost is over \$6.00, I agree to pay the estimated cost prior to retrieval of the information.

I understand that the City of Forney may withhold information which is not considered Public Information under the Texas Open Records Act, accompanying Attorney General Opinions, and case law.

Charges: **Copies** \$.10 per letter page / \$.50 per legal page,
Diskette \$1.00, **CD** \$1.00, **Cassette** \$1.00 **VHS** \$2.50 **Reports** \$6.00 **DVD** \$3.00
Other Items Actual Cost

Signature of Requester: _____ Date: _____

Signature of representative receiving request: _____ Date: _____