



City of Palmhurst Police Department

4417 N. Shary Road, Palmhurst, Texas 78573

Office: (956) 519-3800 Fax: (956) 519-3047

OPEN RECORDS REQUEST FORM

Texas Government Code, Chapter 552, gives the requestor the right to access government records; however, some exceptions may exist. The governmental body must, within ten (10) days of receiving request, notify requestor whether an exception applies and submit ruling to the Office of Attorney General. Due to the volume of requests, the information may or may not be available for public inspections or available at the time requested. If this should occur, the information would be released at the earliest convenience. Refer to summary of charges for fees associated with request.

Proper identification is required to complete a criminal history request (i.e. Driver's License, State Issued ID, military ID, Alien Registration card, and / or Passport). All third party requests must be accompanied by a notarized authorization release form from the subject being inquired upon. All background checks and clearance letters are limited only to information found in local Palmhurst Police Department records. The background checks / clearance letters do not include any records of other cities, counties or states.

Note: Reports are \$6.00; Photos are \$1.00 per photograph; Criminal History Letter \$6.00.

REQUESTOR: PERSON / BUSINESS

_____ / _____ / _____ or Business _____
 Last Name First Name Middle Name

_____ / _____ / _____
 Address (Street/Apt No. / P.O. Box/R.R. No. #) City State Zip Code

_____ / _____
 Day Phone# Evening Phone#

DESCRIPTION OF REQUESTED RECORD(S): _____
 FULL BASIC PHOTOS only Criminal History / Clearance Letter

_____ / _____
 (Requestors Signature) (Request Date)

Clerk Received/Date: _____ / _____ Clerk Released / Date: _____ / _____

Photo Request Form (standard Size)
 --Department Use Only--

CHIEF APPROVAL: _____ Date Submitted: _____

CASE#: _____ Offense: _____ Arrest Date: _____

DATE PRINTED: _____

COMMENTS: _____

DEPARTMENT HEADS

Michael A. Vela Chief of Police

Darrell Davis City Attorney