

KEMP POLICE DEPARTMENT OPEN RECORDS REQUEST FORM
304 SOUTH MAIN STREET / P.O. BOX 449
KEMP, TEXAS 75143
903-498-8600 OFFICE / EMAIL: kemppd@cityofkemp.org

NOTICE TO REQUESTOR

In accordance with the Texas Public Information Act ("Act"), Public Information Requests ("Requests"), must be submitted in writing. You may use this form for requests for records from the City of Kemp Police Department ("PD"). Upon receipt the PD will process your request. The PD is under no obligation to create a document in response to your request or to comply with a sanding request for information. The Act does not require the PD to answer questions, or perform legal research. The PD may, however, ask for clarification of a request if it is uncertain as to what is being requested. If a large amount of information is being requested, the PD may discuss with a requestor how the scope of a request may be narrowed. Some PD records are exempt from disclosure by law. For more information on the Texas Public Information Act, visit: www.texasattorneygeneral.gov

****There will be a \$10 open records fee for documentation and/or mailing for readily available information. If requested information is deemed not readily available refer to City Ordinance Number 2010-03, for fee schedule.***

REQUESTOR CONTACT INFORMATION (please print all information)

DATE: _____ CASE NUMBER (if available): _____

REQUESTOR'S NAME: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: _____ EMAIL: _____

REQUESTED INFORMATION (please print all information)

OFFENSE REPORT ARREST REPORT CALL FOR SERVICE OTHER/VIDEO

DATE OR DATE FRAME OF INCIDENT: _____

ADDRESS INVOLVED OF INCIDENT: _____

PARTIES INVOLVED: (please print all information)

FIRST NAME	LAST NAME	DATE OF BIRTH

Describe the exact information you are requesting and include details that may help in locating the information in the lines provided below:

In making this request, you understand that the information will be released only in accordance with the Act, and the PD reserves the right to seek an opinion from the Texas Attorney General with regard to the release of said information. If an Attorney General's opinion is sought by the PD, you will be notified in writing.

Signature

Date

OFFICE USE ONLY

Information provided: _____

Released by: _____ Method of Payment: cash: _____ check#: _____ receipt: _____