



City of Bellmead Police Department

701 Maxfield Street
Bellmead, Texas 76705

OPEN RECORDS REQUEST

Date: _____

Pursuant to the Public Information Act (Open Records Act), Texas Government Code, Chapter 552, which requires the custodian of records to produce public information for inspection, duplication, or both, I hereby request the following information currently existing in the records of the City of Bellmead, Texas, as Copies (there may be a charge), or Access to Review (Please fill in this form as completely as possible):

Public Information Report:

Case Number: _____ Date of Incident: _____ Location: _____

Type of Incident: _____

Name of Involved Person: _____ Date of Birth: _____

Other (State specifically the type of information you are requesting: Narratives, Photographs, Statements, etc. :

Accident Report (As per Texas Transportation Code §550.065, in order to obtain a crash report, the requestor must provide at least two of the following pieces of information):

Date of Accident: _____ Location: _____ Driver: _____

In making this request, I understand that the City of Bellmead is under no obligation to create a document to satisfy my request. I further understand that the information will be released only in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to a release. I further understand that the City of Bellmead has within ten (10) business days to respond or request such a determination.

Signature of Person Requesting

Address – Including City & State

Printed Name of Person Requesting

Phone Number

DO NOT WRITE BELOW THIS LINE – CITY USE ONLY

Date Received: _____ Received By: _____

Date/Time Notifying Requestor: _____ Notified By: _____ Notified How: _____

Date Released: _____ Released By: _____

Ruling Required from Attorney General: Yes No Necessary for Review by City Attorney: Yes No

Miscellaneous Comments/Instructions: _____
