

EVERMAN POLICE DEPARTMENT

404 W. Enon. Everman, Texas 76140. (817)293-2923 Fax (817)293-0758

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 cost(s) of reproduction or copying fees. The information I am requesting is described below:

PLEASE PRINT ALL INFORMATION;

Date of request _____ Requested by: _____

Phone # _____ Address: _____

_____ City: _____

State: _____ Zip: _____

Type of report or Nature of Incident: _____

Report Number: _____ Date(s) of incident: _____

Name of Victim or Reportee: _____

Location of Incident: _____

Will copies be picked up at Police Dept.? Yes No

If No, list address or fax number where copies should be sent: _____

This request will be processed within (10) days or as soon as possible. Any questions, contact (817)293-2923 and speak with Records Clerk or available personnel.

FOR OFFICE USE