

GUN BARREL CITY POLICE DEPARTMENT

APPLICATION FOR PUBLIC INFORMATION

On application for public information by any person, we shall produce such information or duplication, in the Police Department. If such information is in active use or in storage and, therefore, not available at the time a person asks for information, the Police Department shall certify this fact in writing to the applicant and set a date and time within a reasonable time when records will be available.

READ CAREFULLY

RECORDS MAY BE OBTAINED FROM THE POLICE DEPARTMENT, 7 DAYS A WEEK, 24 HRS A DAY. AFTER APPLICATION IS RECEIVED WE HAVE UP TO 10 DAYS TO COMPLETE YOUR REQUEST. IN ORDER TO FILL YOUR REQUEST IN A TIMELY MANNER WE REQUEST YOU PROVIDE US WITH AS MUCH INFORMATION AS POSSIBLE AND A GOOD CONTACT NUMBER. THE COST OF AN ARREST OR INCIDENT REPORT IS \$1.00 FOR THE FIRST 3 PAGES AND \$.10 PER PAGE THEREAFTER. ACCIDENT REPORTS ARE \$6.00. PAYMENT HAS TO BE IN THE FORM OF CASH, CASHIER'S CHECK, OR MONEY ORDER; WE DO NOT ACCEPT PERSONAL CHECKS. IF REQUEST IS BY MAIL, INCLUDE THE CORRECT PAYMENT ABOVE AND A SELF-ADDRESSED STAMPED ENVELOPE; WE DO NOT FAX ANY REPORTS. ANY QUESTIONS CONTACT RECORDS AT 903-887-7151 EXT 1; YOU WILL BE NOTIFIED WHEN THE REPORT IS READY. FILL IN AS MUCH AS POSSIBLE.

Date information is requested: _____ Time: _____ am/pm

Person requesting information: _____ Phone Number: _____

Case Number: _____ Date (Exact or Approximate): _____

Person(s) Involved (first and last name): _____

Type of call: _____

Location of Offense: _____

Reporting Officer: _____

Information Requested: _____

Vehicle Information (If applicable): _____

OFFICE USE ONLY

Information Released: Yes _____ No _____ Number of pages released: _____

If information is not released, explain: _____

Will information be available at later date: Yes _____ No _____?

Date available: _____ Time available: _____ am/pm

Signature of Person Released Record: _____

Date: _____ Time: _____ am/pm Receipt #: _____