

Waxahachie Police Department

Open Records Request

Procedures

- Fill out attached letter with appropriate information.
 - Date
 - Be as specific on the information you are requesting as you can be
 - Case number
 - Date of incident
 - Name
 - Date of Birth
 - Signature
 - Name
 - Address
 - Phone Number

- Return to Waxahachie Police Department
 - U.S. Mail
 - E-Mail – Records@waxahachiepd.org
 - Dropped off at front window at WPD
 - Monday – Friday 8am – 5pm

- The request will be responded to within ten (10) business days from the date received. If the request involves a case that did not receive a conviction or differed adjudication, it will be sent off to the Attorney General for a ruling.

- It will be mailed to the address given on the request.

Date: _____

Custodian of Records
Waxahachie Police Department
630 Farley Street
Waxahachie, Texas 75165

To The Custodian of Records,

Pursuant to the state open records laws, Tex. Gov't Code Ann. 552.001 to 552.353, I write to request a copy of _____

If your agency does not maintain these public records, please let me know who does and include the proper custodian's name and address.

I request your response within ten (10) business days. (Twenty (20) business days if any request requires substantial programming or manipulation of data.) If you believe this information is not public, the law requires that you notify me, and then seek a formal decision from the Texas Attorney General not later than ten, (10) calendar business days from your receipt of this request.
Tex. Gov't Code Ann. 552.301

Thank you for your assistance.

Sincerely,

Name: _____

Address: _____

Phone Number: _____

Email: _____