

Richland Police Department

Public Information Act Request Form

(Pursuant to Texas Government Code, Chapter 552)

Date of Request: _____

- Full Name: _____
- Mailing Address: _____
- City/State/Zip: _____
- Phone: _____
- Email: _____

- **Records Requested**

(Please describe the records you are requesting. Be as specific as possible, including names, dates, locations, report numbers, or other identifying details.)

- ☐ Police Reports (specify case/report numbers if known)
- ☐ Arrest Records
- ☐ Incident/Offense Reports
- ☐ Accident Reports
- ☐ Other (please specify): _____

Preferred Delivery Method (check one):

- ☐ Inspect records in person
- ☐ Paper copies (fees may apply)
- ☐ Electronic copies via email
- ☐ Electronic copies USB (fees may apply)

Acknowledgment

I understand that the Richland Police Department has ten (10) business days to respond to this request in accordance with the Texas Public Information Act. Fees may be charged for copies, labor, or materials as allowed by law.

Signature: _____

Date: _____

Submission:

This form can typically be submitted by mail, email, or in person to the City Secretary or Police Department records custodian (depending on how Richland handles open records).