

# Lorena Police Department Public Information Request Form

If you have questions regarding the Texas Public Information Act, please contact the Office of the Texas Attorney General at toll-free (877) 673-6839 or visit their website at [www.oag.state.tx.us](http://www.oag.state.tx.us).

FOR DEPARTMENT USE ONLY RCVD BY:

DATE:

FILE NO: \_\_\_\_\_ RCVD

BY PIAC: \_\_\_\_\_ DUE DATE: \_\_\_\_\_

**NOTICE: THIS FORM IS TO BE COMPLETED BY THE REQUESTOR ONLY. UPON RECEIPT OF A REQUEST FOR INFORMATION THE LORENA POLICE DEPARTMENT HAS TEN (10) BUSINESS DAYS IN WHICH TO RELEASE THE INFORMATION TO THE REQUESTOR OR REQUEST AN OPEN LETTER RULING FROM THE TEXAS ATTORNEY GENERAL.**

## Section One: Requestor Information – PLEASE PRINT CLEARLY!

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Section Two: What records are you requesting?

Name(s) of person(s) involved: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Police report number (if known): \_\_\_\_\_

Describe the **exact** information you are requesting. Include any details that may help us locate the information. Please do not ask questions. The Police Department is under no obligation to answer any written questions or create any document in response to an open records request.

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## Section Three: Confidential Information

Please be advised that confidential information is often included in documents held by the Lorena Police Department. The Department may not be able to release this information. The Texas Public Information Act (codified at Texas Gov't Code Chapter 552) requires a governmental entity to request an open letter ruling from the Texas Attorney General prior to withholding information that is confidential. The Attorney General's Office has 45 days to respond to a request for an open letter ruling. Please check the box below if you are willing to receive only non-confidential information and expedite this request.

Please send me only non-confidential information. I understand that some records may be redacted to withhold confidential information. This information includes, but is not limited to: all Social Security numbers, driver's license numbers, vehicle license plate and VIN, all witness information and suspect, arrestee, and complainant confidential information.

I certify that I am the person listed as requestor:

Signature of Requestor

Today's Date: \_\_\_\_\_

### Return form to:

Lorena Police Department

Attn: Records Division

100 N. Bordon

Lorena, Texas 76655