

Hutchins Police Department

Public Information Act Request

Pursuant to the provisions of the Texas Public Information Act, I _____
on this the _____ day of _____, 20____ do request the following records,
reports or documents, I understand that I must complete this form and list the information
requested. I also understand that the Hutchins Police Department has 10 business days, not
including the day records are initially requested, or to have asked for an opinion from the
Attorney General's Office. Some items may not be released based on the exemptions under the
Texas Public Information Act.

Name: _____ Phone: _____

You must present a photo ID to request or receive any Arrest Records from the Hutchins Police Department.

Please complete the following questions, the information provided will only contain the legal information as allowed by the Texas
Public Information Act. Payment must be made before records will be released.

Type of Record Requested:

Accident Date: ____ / ____ / ____ or CFS # _____

Offense Report Date ____ / ____ / ____ or CFS # _____

Incident Report Date ____ / ____ / ____ or CFS # _____

Crime Statistics Start ____ / ____ / ____ End ____ / ____ / ____

Sex Offender Information, Name: _____ Area: _____

Citation Info Date ____ / ____ / ____ or Name: _____

Other list in detail _____

I am seeking the following information: _____

I would like to review the following records: _____

I need copies of the following: _____

Other information about this request you may attach separate documents _____

*Any request via phone, fax, email or if you request the results to be mailed,
payment must be received before request can be released. Payable to City of Hutchins.*

Signature of Requestor: _____ Date of Request: _____

Check One: Complainant Attorney Insurance Co. City Staff

News Media City Employee Citizen Law Enforcement

Elected Official Request Defendant(Arrestee) Other _____

Intake by: _____ Completed by: _____ Fee: _____

205 W. Hickman St. Hutchins, Texas 75141

Ph. # 972-225-2225

Fax # 972-225-3347