



Grand Prairie Police Department Public Information Request

Requestor Address

City, State & Zip

Area Code & Phone Number

Date Rcvd: _____

Rcvd by: _____

Payment Due: _____

Pickup **Mail**

DATE NOTIFIED: _____

BY I.D.: _____

I, _____ am submitting this document as my Open Records Request

(PRINT YOUR NAME)

as stated below. I am submitting specific information pertaining to what I am requesting. I understand there is information **that may not be disclosed** due to Texas State Laws pertaining to confidential information as well as other mandates. I understand **there may be a cost** for the requested information. I understand depending on what has been requested, the Grand Prairie Police Department **may take up to 10 (ten) business days to reply.**

Open Records request may be made by Fax (972 237-8744), Email (PDRECORDS@gptx.org), US Mail and in person. However, a **response** can only be made with **full payment** received by mail or in person with **cash, check, or money order.** The Grand Prairie Police Department Records Division is located at 1525 Arkansas Lane, Grand Prairie, TX 75052, 2nd Floor or you may call (972) 237-8790 The Lobby hours are 8am-4:45pm Monday – Friday.

The following costs for documents comply with the guidelines set by the Attorney Generals Office of the State of Texas: **.10 cents per page** for paper copies of Offense or Arrest reports, **\$6.00** for Accident Reports and additional **\$2.00** to certify any type of report. ****Accident reports** are available on line also @ www.grandprairiepolice.org.

When mailing requests, please include the cost for reports plus **\$1.00** and stamped self-addressed envelope.

Requestors Signature

What information are you requesting? (Please be specific)

Type of Report:
OFFENSE ARREST OTHER AUDIO VIDEO

Do You Know

Date of Report: _____ **Report Number:** _____

Address where this occurred: _____

Name of Reporting person: _____

Comments:
