



## Grand Prairie Police Department Public Information Request Form

Requestors Information	Office Use Only
<b>Date:</b> _____	<b>Rcvd by:</b> _____
<b>Your Address:</b> _____	<b>Payment Due:</b> _____
<b>City, State &amp; Zip:</b> _____	<b>Pick Up</b> <input type="checkbox"/> <b>Mail</b> <input type="checkbox"/>
<b>Phone Number:</b> __ (    ) _____	<b>Date Notified:</b> _____
<b>Email Address:</b> _____	<b>By Who I.D.</b> _____
<b>Are you the reporting party:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	

I, \_\_\_\_\_ am submitting this document as my Open Records Request  
(*PRINT YOUR NAME*)

**Exclusions:** The City is prohibited from releasing some types of information. In an effort to expedite your request, please check the box if you agree to exclude or redact from the requested records the following categories of information: Citizen's Dates of Birth, Driver's License, Social Security Number, Relating to Pending Investigation or Prosecution, Informant information, Body Worn Camera without releases from people in video, License Plates, Criminal History, Victims of Sexual Assault/Harassment, Medical Information.

I agree to **exclude this information to expedite request** \_\_\_\_\_  
*Signature*

Please note: Depending on what has been requested, the Grand Prairie Police Department **may take up to 10 (ten) business days to reply**. Open Records requests may be made by **Fax (972 237-8744)**, Email ([PDRECORDS@gptx.org](mailto:PDRECORDS@gptx.org)), U.S. Mail and in person. **Responses** 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 8:00am-5:00pm Monday – Friday**. The following fee for documents comply with the guidelines set by the Attorney General's Office of the State of Texas: **.10 cents per page** for paper copies of Offense or Arrest reports, **\$6.00** for Accident Reports an additional **\$2.00** to certify any type of report. **\*\*Accident reports** are available on line also @ [www.grandprairiepolice.org](http://www.grandprairiepolice.org). When mailing requests, please include the cost for reports plus **\$1.00 and a stamped self-addressed envelope**.

**PLEASE CIRCLE ITEMS REQUESTING**

OFFENSE    ARREST    OTHER    AUDIO    DASH CAMERA VIDEO  
BODY WORN CAMERA VIDEO (*COULD COST MORE THAN \$40.00*)  
**Do You Know**

**Date of Report:** \_\_\_\_\_ **Report Number:** \_\_\_\_\_ **Citation Number** \_\_\_\_\_  
**Address where this occurred:** \_\_\_\_\_  
**Name of reporting person:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_