

City of Hitchcock Police  
6815 2nd Street  
Hitchcock, TX 77563  
Phone: 409-986-5559  
Fax: 409-986-9246



**OPEN RECORDS REQUEST**

**REQUESTOR INFORMATION**

REQUESTOR: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

BUSINESS/AGENCY: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

I (WE) THE ABOVE NAMED INDIVIDUAL/BUSINESS, HEREBY REQUEST THE FOLLOWING INFORMATION BE PROVIDED UNDER AUTHORITY OF THE TEXAS OPEN RECORDS ACT, TEXAS GOVERNMENT CODE SECTION 552. I (WE) UNDERSTAND THAT A FEE(S) WILL BE CHARGED FOR THE SERVICES PROVIDED AND THAT THESE CHARGES FOLLOW ESTABLISHED CITY POLICY AND LAW. (SEE BACK FOR FEE SCHEDULE)

**REQUESTED REPORTS**

**INCIDENT / OFFENSE REPORT**

INCIDENT # \_\_\_\_\_ DATE: \_\_\_\_\_ OR FROM \_\_\_\_\_ TO \_\_\_\_\_  
NAME(S) OF PERSON(S) INVOLVED \_\_\_\_\_ OFFICER ON SCENE \_\_\_\_\_  
LOCATION OR ADDRESS OF INCIDENT \_\_\_\_\_

**ACCIDENT REPORT**

TEXAS TRANSPORTATION CODE, SEC 550.065 REQUIRES THAT YOU PROVIDE US WITH ATLEAST TWO (2) OF THE FOLLOWING:

DATE OF ACCIDENT: \_\_\_\_\_ NAME OF DRIVER INVOLVED: \_\_\_\_\_

REPORT NUMBER: \_\_\_\_\_ LOCATION/ADDRESS OF ACCIDENT \_\_\_\_\_

**STATISTICS REPORTS**

WE WILL ATTEMPT TO PROVIDE YOU WITH THE INFORMATION YOU NEED USING AN EXISTING REPORT FORMAT. IF YOU REQUEST DATA THAT IS NOT NORMALLY COMPUTERIZED, IN A FORMAT THAT WILL REQUIRE COMPUTER PROGRAMING TO PRODUCE, OR HISTORICAL DATA THAT REQUIRES US TO MAKE OFF SITE ARCHIVAL SEARCHES, YOU MAY BE REQUIRED TO PAY FOR THE ACUTAL COST INCUR. IN THE EVENT AN ADDITIONAL CHARGE MAY ABPPLY, WE WILL NOTIFY YOU BEFORE BEGINNING THE JOB.

DATE RANGE FROM: \_\_\_\_\_ TO: \_\_\_\_\_ LOCATION/AREA: \_\_\_\_\_

DESCRIBE THE INFORMATION YOU NEED: \_\_\_\_\_

**CLEARANCE LETTER**

IN ORDER TO RECEIVE A CLEARANCE LETTER, ONE MUST PRESENT A PICTURE ID AND MUST APPEAR, IN PERSON, FOR THE REQUEST TO BE PROCESSED. THE INFORMATION WILL ONLY BE FOR THE CITY OF HITCHCOCK, AND NOT FOR THE STATE OF TEXAS.

D.O.B: \_\_\_\_\_ D.L: \_\_\_\_\_ SSN: \_\_\_\_\_

ADDRESS \_\_\_\_\_

In making this request, I understand that the Hitchcock Police Department is under no obligation to create a document or satisfy m request to comply with a standing request. I further understand the information will be released in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I further understand that the Hitchcock Police Department has ten (10) business days in which to request such a determination.

**SIGNATURE** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY**

DATE RECEIVED:	RECEIVED BY:	DATE PROCESSED:
NUMBER OF PAGES/COPIES:	AMMOUNT DUE:	

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**OPEN RECORDS REQUEST**

**FEEES FOR OPEN RECORDS REQUESTS**

**POLICE REPORTS**

Past Department Reports	\$15/hr, 1 hr minimum
Accident Reports	\$6.00
Accident Report Certified Copy	\$8.00
Police Report copy	\$0.10 per page

**COPIES**

Copies (8 1/2 x 11)	\$0.10 per page
Copies (8 1/2 x 14)	\$0.10 per page
Copies (11 x 17)	\$0.25 per page
Color Copies	\$1.00 per page
Certified Copies	\$1.00 per page

**FAX CHARGES**

Fax Outgoing Same Area Code Local	\$0.50 per page
Fax Outgoing Long Distance	\$1.00 per page
Fax Incoming	\$0.20 per page

**NOTARY**

Acknowledgments/proofs-first signature	\$6.00
For each additional signature	\$1.00
Administering Oath or Affirmation	\$6.00
Swearing Witness for Deposition	\$6.00
Taking Deposition of witness (100 words)	\$0.50
Certifying a Photocopy	\$6.00

**EXTERNAL REQUEST PROCEDURE**

All information requests by the public for official documents from the Hitchcock Police Department should be directed through the Records Division. To request information, please fill out the OPEN RECORD REQUEST FORM and submit it to the Records Department at the Hitchcock Police Department—6815 2nd street, Hitchcock TX 77563. Every effort is made to supply this information as quickly as possible. If the information cannot be produced for inspection or duplication within the allotted amount of time after receipt of the request, the Department will certify in writing a reasonable time when the information is available.

**PRODUCTION OF RECORDS**

Records are normally available in paper form. The requestor will be notified when the records are available and to arrange for pick-up of the records from the Hitchcock Police Department.

Records consisting of more than ten (10) pages, CANNOT be sent via fax. Faxes cannot be sent to long distance numbers unless the charges are prepaid.

Records can be sent by mail, provided the requestor prepays all charges, including postage and handling fee.

**DENIAL OF INFORMATION**

Under the Open Records Act and Public Information Act, there are a number of exceptions to the requirement that the public be granted access to any information maintained by a governmental body. You may contact our office for further information or contact the Texas Attorney General's website at:

<http://www.oag.state.tx.us/opinopen/opengovt.shtml>

**ONLINE RETREIVEAL OF ACCIDENT REPORTS**

Accidents can be retrieved online by going to the following url:

<http://www.txdot.gov>