

**Court and Detention Services**  
**Public Information Request**  
Pursuant to Chapter 552 of the Texas Government Code

For Office Use Only	
<b>Date Received</b>	<b>Date Due (10 working days)</b>
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- *Please print the following information*

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Requested by (name): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, state, zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

The costs for these documents are accessed according to the guidelines established by the General Service Commission of the State of Texas. Open Records request may be made by fax, email, mail and in person. However, a response can only be made with full payment by cash, check or money order.

“By submitting this form, I am requesting the information described above. I have given the specifics as to what information I am looking for. I understand that some documents are subject to non-disclosure under the Texas Government Code, Public Information Act Chapter 552 and other related laws. I further understand that there is a fee charged per request to cover the cost of reproduction. I will collect the available records within 30 calendar days of the date I am notified of their availability: after 30 days, the records will be destroyed and I will be required to file a new request.”

Signature: ..... Date: .....