

Court and Detention Services
Records Division
2014 Main Street Rm. 268
Dallas, Texas 75201
214-670-4200

Public Information Request
Pursuant to Chapter 552 of the Texas Government Code

For Office Use Only	
Date Received	Date Due (10 working days)
Payment Received	Date Released/ Mailed

- *Please print the following information*

Person Issued Citation(s): _____ Date of Birth _____
 Last Name, First Name

Citation Number(s): _____

Information Requesting: _____

Requested by (Name): _____

Case Files will be available within 5 to 10 business days from the date requested.

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 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: