



MADISONVILLE POLICE DEPARTMENT

308 W. Cottonwood Street
Madisonville, Texas 77864
(936) 348-3317 (936) 349-0149 FAX

OPEN RECORDS REQUEST

Email request to ashley.lawrenz@madisonvillepd.net

Requestor's Information

Today's Date: ____/____/____ Phone Number: _____

Name of Requestor: _____

Email: _____

Complete Mailing Address: _____
BLOCK STREET

CITY STATE ZIP

I am requesting the following information pursuant to the Open Government Statutes in Texas:

Case Number (if known): _____

____ I understand that if the incident about which I have requested information is pending litigation I will receive only that portion that is required to be released. I understand the Madisonville Police Department has ten (10) business days to process my request. I understand that in lieu of releasing the information, the Madisonville Police Department may request an opinion from the Office of the Attorney General.

____ I understand that the information will not be given out over the phone. I understand that I will be notified by phone and/or mail when my request is completed, along with the cost for information. I understand that the results will only be held for ten (10) business days after notification. I understand that if I fail to claim the completed request prior to the expiration of the ten (10) business days, I must subsequently request the information.

Signature of Requestor Date

FOR OFFICE USE ONLY

Date Received: _____

Received By: _____

Date Notified: _____

Faxed () Emailed () Mailed () In Person Pick up ()