

# Weatherford Police Department

## Public Records Request

<i>Office Use Only</i>	<b>rate</b>	<b>costs</b>
Number of Pages:		\$
Search Time:		\$
Processing Time:		\$
<b>Total</b>		\$

### Instructions:

Request to examine or copy public records can be made without the use of this form. However this form is being offered to help the requester in his/her request, and to ensure the custodian of records completeness of the request..

1. Please fill out this form to best of your ability. *(Please Print)*
2. Specify public record(s) by using all the information you have at your disposal to identify the specific record(s) you are requesting. i.e. Case number, Accident Number, Date, Time, type of Crime, ect.  
*(Please ask for help from Police Personnel in order to complete the form.)*
3. There may be a charge of Twenty-Five Cents (.25) for each page copied / printed.
4. There may also be a search / research time involved in your request, if so the cost of such search time may be incurred.

### Requestors Information:

(Last)	(First)	(MI)
Name:		
(City)	(State)	(ZIP)
Address:		
Phone: _____ (C , H, W)		
Phone: _____ (C , H, W)		
Phone: _____ (C , H, W)		

**Record Requested:**

Case Number: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Person Involved (*Include as much information as you know*)

Victims:

Suspects:

Crime: \_\_\_\_\_

Nature of Call: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other information known:

(Signature)

(Date &amp; Time)

**Police Personnel****Date & Time**

<b>Receiving:</b>	
<b>Fulfilling:</b>	
<b>Distributing:</b>	