



CITY OF CELINA POLICE DEPARTMENT REQUEST FOR PUBLIC INFORMATION

Please use this form to request records from the City of Celina Police Department. In accordance with the Texas Public Information Act (the "Act"), the police department will promptly produce copies of the requested records to you unless the information is exempt from disclosure. Mail or present in person at 110 N. Colorado St. Celina, TX 75009

REQUESTING PERSON INFORMATION

FULL NAME:		DATE OF REQUEST:
MAILING ADDRESS:	CITY:	STATE / ZIP:
CONTACT PHONE:	EMAIL:	

REQUESTED METHOD AND FORM OF INFORMATION

CHOOSE THE FOLLOWING OPTION ON HOW YOU WISH TO COMPLETE YOUR REQUEST:

- Please make the following records available for inspection / viewing (no copies provided).

- I request physical copies of the information.
 (10 cents each for 8 ½ x 11, .50 cents for oversize copies, **For video and/or photo request, a USB drive will need to be provided with minimum 40GB storage along with a pre-paid envelope to return.** Some requests may be charged additional fees depending on the amount of copies and / or the amount of time and research it takes to obtain the requested information.)

- I request the information be emailed to me if the media size is under 10Mb.
 (The same pricing for physical copies applies to process the information to digital media for emailing. Generally, videos will not be under the 10Mb and cannot be emailed.)

DETAILS OF REQUESTED INFORMATION

The request must contain details that specify the information being requested. Requests that are too vague to process will be denied. Dates, locations, report numbers and names of persons involved will help expedite your request. If you are requesting media from a body worn camera, please refer to sec. 1701.661 of the Texas Occupations Code for information on what details are required in the request and what can and cannot be released.

In making this request, I understand that the police department is under no obligation to create a document to satisfy my request or to comply with a **standing/ongoing** request for information. I further understand that copies of the information will be released only in accordance with the Public Information Act, and the police department reserves the right to seek a ruling from the Texas Attorney General with regard to the release of said information. If a ruling is sought by the police department, you will be notified in writing.

X _____
 Signature of person making request

X _____ Date: _____
 I have been provided access and or copies to the above requested record(s).

CITY OFFICIAL USE ONLY BELOW THIS POINT

- Approved Partial Approval* No Document Located Denied by Attorney General Ruling
- Attorney General Referral (Date sent: _____) City Attorney Referral (Date sent: _____)
- Denied by Open Investigation Denied by Exception in Open Records Act

X _____ Date: _____

- Public Information Officer Chief of Police City Attorney City Secretary

Requester notified on: _____ Cost for records: \$ _____

COMMENTS: