



Open Records Request



Ingleside Police Department
2425 8th Street, Ingleside, Texas 78362
Phone (361) 776-2531 Fax (361) 776-0297
Custodian of Records, Records Manager – Debbie Yarnall

Please fully complete the following information. Public Information Requests may take up to 10 days to process depending on the complexity of the request and availability of the record requested. This Agency will notify the requestor if the requested record is ready earlier than ten days. Criminal Case Reports under active investigation are exempted from open records disclosure (Tx. Gov. Code Sec. 552-108).

Last Name: _____ First Name: _____

Address: _____ Phone: _____

Date of Birth: _____ Driver's License # _____ St. _____

Pursuant to the Texas Government Code Section 552-021 (Texas Public Information Act) I am requesting the Following Public Record(s):

Motor Vehicle Accident Report

Date of Accident: _____ Location: _____

Offense/Incident Report (Only closed records will be released)

Date of Incident: _____ Type of Incident: _____

Local Criminal History Check Housing Employment

Other Record Type of Record: _____

Signature: _____ Date: _____

Fees: Accident Reports: \$6.00

Offense Report and other documents: \$0.10/page (Additional charges if over 50 pages)

Via mail: \$0.10/page +Postage Certified: \$8.00

Checks Payable to: Ingleside Police Department

Administrative only below line

Prepared by: _____ Date: _____ Released by: _____ Date: _____