



KARNES CITY POLICE

Request for Public Information (Pursuant to Open Records Act, Article 6252-17a)

Karnes City Police Department accepts Open Records Requests in any written format. This form is intended to be a guide to help expedite requests. This form may also be used to request a copy of an Accident Report. Please e-mail your request to kcpcd@cityofkctx.com; or fax your request to 830-780-2391; or mail the completed form to: Karnes City Police Department, Attn: Chief Roel Salas, 211 E. Calvert, Karnes City, TX 78118.

*Name (please print): _____

Company/Organization: _____

*Mailing Address: _____

*City: _____ *State: _____ *Zip Code: _____

E-Mail Address: _____

*Phone Number: _____ Fax Number: _____

Do you want a copy of the document?

Type of document/report?

___ Yes (fees apply)

___ Accident Report (\$6.00 per report)

___ Yes Certified Document? (fees apply)

___ Other (0.10 / page for first 50 pages)

Optional Request for Only Non-Confidential Information (Check box for expedited request) Please be advised that information excepted from required disclosure (e.g. confidential information) is often included in documents held by the City of Karnes City and the Karnes City Police Department. The city may not be able to release this information. The Texas Public Information Act (codified at Texas Gov't Code Chapter 552) requires a governmental entity to request an open letter ruling from the Texas Attorney General prior to withholding information that is excepted from required disclosure. The Attorney General's Office has 45 days to respond to a request for an open letter ruling. To avoid submission to the Texas Attorney General and to expedite this request, please check the box below if you are willing to request and receive only information that is not excepted from required disclosure as determined by the City.

___ Please provide me only information that is not excepted from required disclosure as determined by the City. I understand that some records may be redacted to withhold excepted information (e.g. confidential information). This excepted information includes, but is not limited to: all Social Security numbers, driver's license numbers, vehicle license plate and VIN, all witness information and suspect, arrestee and complainant confidential information. I understand that checking this box will avoid submission to the Texas Attorney General for an open letter ruling.

*Please provide the type of information or name(s) of the document, including inclusive dates, if know, regarding the document you seek:

*Name of document: _____

*Date and time incident or inclusive dates of document: _____

*Address or location of incident: _____

*Name(s) of party(s) involved: _____

Incident number, if known: _____

NOTE: Police reports are usually not available until 5 – 10 business days after the accident/incident occurred. "*" indicates required information

Signature

Date

Office use only:

Notified request is ready on: _____

Date of Completion: _____