

OPEN RECORDS REQUEST	FOR POLICE RECORDS DIVISION USE ONLY:
If you have questions regarding the Texas Public Information Act, please contact the Office of the Texas Attorney General at toll-free (877) 673-6839 or visit their website at www.oag.state.tx.us	RECEIVED BY: _____ DATE RECEIVED: _____

NOTICE: THIS FORM IS TO BE COMPLETED BY THE REQUESTOR ONLY. UPON RECEIPT OF A REQUEST FOR INFORMATION THE CITY OF MIDLAND HAS TEN (10) BUSINESS DAYS IN WHICH TO RELEASE THE INFORMATION TO THE REQUESTOR OR REQUEST AN OPEN LETTER RULING FROM THE TEXAS ATTORNEY GENERAL.

Section One: Requestor Information

Requestor Name: _____ Phone Number: _____
 Requestor Address: _____
 City: _____ State: _____ Zip Code: _____

Section Two: What records are you requesting?

Name(s) of person(s) involved: _____
 Location: _____ Date: _____
 Report number: _____ (This will assist us in finding the information you request. Listing a report number does not in itself constitute a request for the entire police report.)

Describe the exact information you are requesting. Include any details that may help us locate the information. Please do not ask questions. The City is under no obligation to answer any written questions or create any document in response to an open records request.

Section Three: Confidential Information

Please be advised that confidential information is often included in documents held by the City of Midland and the City of Midland 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 confidential. The Attorney General's Office has 45 days to respond to a request for an open letter ruling. **Please check the box below if you are willing to receive only non-confidential information and expedite this request.**

Please send me only non-confidential information. I understand that some records may be redacted to withhold confidential information. This information includes, but is not limited to: All Texas drivers license numbers, and the names and addresses of suspects that are not arrested in criminal cases.

_____ Signature of Requestor	Return your request to the Midland Police Department, or mail or fax it to: Midland Police Department, Attn: Records Division, 601 N. Loraine, Midland, Texas 79701-4759, fax # 432/685-7479.
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