Grand Prairie Police Department
Public Information Request

Date Rcvd: _____
Rcvd by: _____
Payment Due: _____
Pickup ○ **Mail** ○

_____
Requestor Address

_____
City, State & Zip

_____
Area Code & Phone Number

I, _____ am submitting this document as my Open Records Request

(***PRINT YOUR NAME***)

as stated below. I am submitting specific information pertaining to what I am requesting. I understand there is information **that may not be disclosed** due to due to Texas State Laws pertaining to Public Information as well as other mandates. I understand **there may be a cost** for the requested information. I understand depending on what has been requested, the Grand Prairie Police Department **may take up to 10 (ten) business days to reply**.

Open Records request may be made by **Fax (972 237-8744),** Email (*PDRECORDS@gptx.org*), US Mail and in person. However, a **response** can only be made with **full payment** received by mail or in person with **cash, check, or money order**. The **Grand Prairie Police Department Records Division is located at 1525 Arkansas Lane, Grand Prairie, TX 75052, 2nd Floor** or you may **call (972) 237-8790** The **Lobby hours are 8am-4:45pm Monday – Friday**.

The following costs for documents comply with the guidelines set by the Attorney Generals Office of the State of Texas: .**10 cents per page** for paper copies of Offense or Arrest reports, **$**6.00 **for** Accident Reports and additional **$2.00** to certify any type of report. ****Accident reports** are available on line also @ www.grandprairiepolice.org.

When mailing requests, please include the cost for reports plus **$1.00 and stamped self-addressed envelope**.

_____
Requestors Signature

What information are you requesting? **(Please be specific)**

Type of Report: ☐ **Offense** ☐ **Arrest** ☐ **Other**

Do You Know

Date of Report: _____ **Report Number:** _____

Address where this occurred: _____

Name of Reporting person: _____

Comments: