



Public Information Act Request Form

1201 North Avenue H, Freeport, TX 77541 • Phone: 979-233-3526 • Fax: 979-233-8867 • Email: openrecords@freeporttx.gov

Requestors are encouraged to use our online public information request portal for easy and convenient access. Simply scan the QR code to get started.

Print Name: _____ Date: _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Under the Texas Public Information Act (Texas Government Code, Chapter 552), the City of Freeport will comply with all public information requests by responding promptly, generally within 10 business days after receipt, either by producing the requested information or, if an exception may apply, by requesting a decision from the Office of the Attorney General within 10 business days. Requestors may be asked to narrow or clarify a request (including limiting it to basic information) to help avoid the need for an Attorney General ruling. Fees may apply for copies in accordance with applicable law, and all assessed fees must be paid before records are released.

Description of Records Requested: *(be as specific as possible: names, dates, addresses, departments, etc.)*

Delivery Method:

- ☐ Email
- ☐ Pick-up in person

Fee Agreement:

- ☐ Please notify me before any charges are incurred.
- ☐ I agree to pay charges up to \$40 without prior notification.

Signature of Requestor: _____ Date: _____

Important Notices to Requestor (Texas Public Information Act):

- The City will respond promptly, generally within 10 business days, with the records, a date when available, or a written statement if an exception applies.
- If clarification is needed, you will be contacted. Your response time may affect statutory deadlines.
- Charges may apply under Texas Administrative Code cost rules. You will be notified if estimated charges exceed \$40.
- For charges over \$100, a deposit or bond may be required.
- If an Attorney General ruling is required, you will be notified within 10 business days; the ruling generally occurs within 45 business days.
- The City is not required to create new documents, perform legal research, or answer questions.

For City Staff Use Only:

Date Received: _____ Received By: _____

Date Completed: _____ Method of Delivery: _____ Staff Initials: _____



FREEPORT POLICE DEPARTMENT

Public Information Act Request Form



430 N. Brazosport Blvd • Freeport, TX 77541 • 979-239-1211 • Fax 979-239-3830 • FPDrecords@freeporttx.gov

Requestors are encouraged to use our online public information request portal for easy and convenient access. Simply scan the QR code to get started.

Print Name: _____ Date: _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Under the Texas Public Information Act (Texas Government Code, Chapter 552), the City of Freeport will comply with all public information requests by responding promptly, generally within 10 business days after receipt, either by producing the requested information or, if an exception may apply, by requesting a decision from the Office of the Attorney General within 10 business days. Requestors may be asked to narrow or clarify a request (including limiting it to basic information) to help avoid the need for an Attorney General ruling. Fees may apply for copies in accordance with applicable law, and all assessed fees must be paid before records are released.

Requested Format (check one or more):

- ☐ **Basic information only:** Basic information typically satisfies insurance requirements.
- ☐ **Complete copy:** An Attorney General ruling may be requested within 10 business days; release may be delayed pending the ruling.
- ☐ **Body camera footage:** To process, provide: date and approximate time, specific location, and the name/description of a subject (other than the officer).

Body camera details: _____

Freeport Police Department Case Number: _____

Other Requested Information (please specify): _____

Delivery Method: ☐ Email ☐ Pick up in person

Signature of Requestor: _____ Date: _____

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For City Staff use only:

Date Completed: _____ Method of Delivery: _____ Staff Initials: _____

For General City records please complete the form on the back of this page.