



TOWN OF HIGHLAND PARK DEPARTMENT OF PUBLIC SAFETY



REQUEST FOR OPEN RECORDS

Please understand that in lieu of releasing the information you request, the Highland Park Department of Public Safety may first request an opinion from the Office of the Attorney General (per Chapter 552 of the Texas Government Code). You are also hereby notified that if the incident you are requesting is pending litigation or under investigation, we have the right to redact or release only a portion of the document that is required to be released.

CONTACT PHONE # AND/OR EMAIL: _____ DATE: _____

1. Date and time (if known) of incident _____
(Fecha y hora)
2. Location of incident (as specific as possible) _____
(Dirección de incidente)
3. Name of any person involved: _____ DOB: _____
(Nombre de la persona involucrada)

Incident number: _____ (if known)
(Número de incidentes)

ACCIDENT REPORTS: \$6.00

ARREST & OFFENSE REPORTS: 10¢ PER PAGE

Transportation Code Sec. 550.065 requires identification of the requestor:

Name of person requesting report: _____
(Su nombre) Please print (Por favor, escriba) Email/Telephone # _____

☐ Victim	☐ Driver	☐ Pedalcyclist
☐ Arrestee	☐ Pedestrian	☐ Parent / legal guardian
☐ Newspaper (qualified to Publish legal notices)	☐ Legal representative of:	☐ Other (will receive a redacted copy)

****Items you are Requesting:** _____

The Highland Park Department of Public Safety will process your arrest/offense/accident request within ten (10) business days. You will be notified by phone or email when your report is available. If the fee exceeds \$40, you will be notified prior to processing your request.

You may pay by cash or check made payable to The Town of Highland Park.

WARNING: UNDER SECTION 730.015 OF THE TRANSPORTATION CODE, A PERSON WHO REQUESTS THE DISCLOSURE OF PERSONAL INFORMATION FROM AN AGENCY'S RECORDS UNDER THIS CHAPTER AND MISREPRESENTS THE PERSON'S IDENTITY OR WHO MAKES A FALSE STATEMENT TO THE AGENCY ON AN APPLICATION REQUIRED BY THE AGENCY UNDER THIS CHAPTER COMMITS A CLASS A MISDEMEANOR.

Complete this form and submit to:

Open Records
Highland Park Department of Public Safety
4700 Drexel Drive
Highland Park, Texas, 75205
FAX: 214-559-9350
EMAIL: records@hpdps.org

For Office Use Only:

Date Request Received: _____
of Pages: _____
Amount Paid: \$ _____
Date Notified: _____
Initial: _____ Enf. #: _____
Date Mailed/Emailed/Picked up: _____