

**KAUFMAN COUNTY SHERIFF'S OFFICE
Request for Public Information Records**

Date of Request: _____ Case #: _____

Date of Occurrence: _____ Type of Incident: _____

Location / Address: _____

**To help identify information requested, please provide as many identifiers
as possible in order to accurately identify the Record.**

Last Name	First Name	Middle Initial	Date of Birth	Address

**PROVIDE A BRIEF DESCRIPTION OF SPECIFIC INFORMATION REQUESTED
--THE TYPE OF INFORMATION NEEDED--NOT THE REASON IT IS NEEDED--**

**I understand that unless otherwise stated, confidential information will be withheld,
(ex: drivers license # & social security #)**

Printed Name of Requestor Cell Phone # Home Phone #

Agency name (if applicable) _____

Method of delivery: ___ Mail ___ Fax ___ E-Mail ___ Pick-Up

Address (if mailed) _____

Fax # (if faxed) _____

E-Mail address (if e-mailed) _____

Section 552.001 of the Texas Government Code provides that public information is available to the public during the normal business hours of the government body. The officer for public information will respond to your request within 10 business days after the date the information was requested.