



Public Information Request

All Public Information Requests (formerly known as "Open Records Request") must be in writing. Your written request should clearly identify the records needed and include the mailing address, phone number or other means to contact you regarding your request. The City of Crowley will either provide a copy of the records requested, or, if the City believes the information is proprietary, the City must provide documentation of a written request for an Attorney General's opinion regarding the information requested.

Fees: \$.10 per page, letter-size \$6.00 for Police, Fire or EMS reports	\$.50 per page, legal or larger Additional charges may apply for extra materials *Charges exceeding \$50 will require 50% deposit*
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Requestors Name: _____ Date: _____
(Please Print Clearly)

Address: _____

Contact Number: _____

Type of information requested (please be specific and include dates, if possible):

Signature of Requestor _____

NOTE:

**Payment is due upon receipt of Information requested.
 Photo I.D. or valid form of identification may be required
 before information will be released.
 If information is not picked up within ten business days, your
 Request for Information will be considered withdrawn.**

Departmental Response:		
Department:	Request Handled By:	Telephone/Extension:
Ordinance Number/s (if applicable):		
(1)	(2)	(3)
Date Requestor contacted to pick up:		