



# Public Information Request

In accordance with the Public Information Act, Chapter 552 of the Texas Government Code, the City of Crowley makes all of its public records available to citizens.

The Public Information Act does not require governmental bodies to create new information, perform legal research, or to answer questions. The request must ask for records or information already in existence. The City of Crowley will not comply with a standing request for information to be collected or prepared in the future.

The City of Crowley will respond within ten business days to information requests. The City may collect a fee as prescribed by law or regulation for the requested documents. If a fee is not prescribed by law or regulation, the fee shall be the actual cost of duplicating the record. For more information on the Texas Public Information Act, please visit the Texas Attorney General Web site at [www.oag.state.tx.us/open/og\\_faqs.shtml](http://www.oag.state.tx.us/open/og_faqs.shtml) or the City of Crowley Website at <http://www.ci.crowley.tx.us/DocumentCenter/View/6588>

### Requester's Information:

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Records Request:

Category of Document Requested: \_\_\_\_\_  
Police Records (Traffic Accident) \_\_\_\_\_ Fire \_\_\_\_\_  
Police Records (Non-Traffic) \_\_\_\_\_ EMS \_\_\_\_\_  
Other: \_\_\_\_\_

*Please be as specific as possible, including dates, names, numbers, or other identifiers that will assist in locating the information you seek. Examples: "I hereby request the City's file on [event, project, incident, etc.]" "I need Police report [number], dated [date], and involving [description and date]". "I am requesting a certificate of occupancy for [X address]."*

Describe the documents you are requesting:

The City is prohibited from releasing some types of information. In an effort to expedite your request, please check the box if you agree to exclude or redact from the requested records the information found in these exclusion categories. You can see a list of the most common exclusions at <http://www.ci.crowley.tx.us/DocumentCenter/View/6585>

I agree to the exclusions.

I agree to the exclusions.

I do not agree to the exclusions

Some information maybe releasable under Tex Gov't Code 552.023, Special Right of Access to Confidential Information. Identifying a Special Right to Access may help to expedite your request. Are you the parent, guardian, or authorized representative with a Special Right to Access?

Yes          No          N/A

My relationship/Special Right of Access (optional):

Preferred method of receiving documents: \_\_\_\_\_  
Mailed Copies \_\_\_\_\_ Electronic by Email \_\_\_\_\_  
Inspect Onsite \_\_\_\_\_ Copies by Fax \_\_\_\_\_  
Pick-up Copies (Certain records may require pick-up)

