



IOWA COLONY POLICE DEPARTMENT

12003 Iowa Colony Blvd.
Iowa Colony, Texas 77583

Aaron I. Bell
Chief of Police

Phone: (281) 369-3444
Fax: (281) 369-0005

PUBLIC INFORMATION REQUEST

Your Name: _____ Date: _____

Mailing Address: _____ Phone: _____

_____ E-mail: _____

Pursuant to the Public Information Act, Texas Government Code Section 552, I hereby request the following information currently existing in the records of the Iowa Colony Police Department, Iowa Colony, Texas:

*Please provide detailed information about what type(s) of information and/or documents you want to receive. **NOTE:** The more information you give us about what information you want, the easier it will be for us to comply with your request.*

☐ I wish to receive copies of the requested information. I understand that there may be a charge for this request based on the schedule of fees on the reverse side of this form. I also understand that all fees must be paid at the time of delivery. (An *estimate* of what will be charged will be provided to you in advance.)

☐ I will pick up the copies. Please ☐ e-mail me ☐ send me a letter when they are ready.

☐ I **do not** want copies, but wish to inspect the originals of the requested information. Please ☐ e-mail me ☐ send me a letter with information on when they will be available for inspection, and how to schedule an appointment for this.

In making this request, I understand that the Iowa Colony Police Department is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I further understand that the Iowa Colony Police Department has ten (10) business days in which to request such a determination.

Your Signature

Received by:	Date Received:	Processed by:
Request Completed by:		Date of Contact (Requester):



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FEES FOR PUBLIC INFORMATION REQUESTS

CHARGES

Standard size paper copy	No Charge
Accident Reports	\$6.00/copy
Non-standard size paper copy (Up to 11"x17")	\$.50/page
Paper copy larger than 11"x17"	Actual Cost
CD	\$1.00/CD
DVD	\$3.00/DVD
Remote document retrieval	Actual Cost
Fax Charges	
Local	No Charge
Long Distance (same area code)	\$.50/page
Long Distance (diff area code)	\$1.00/page
Postage	Actual Cost
Handling Fee (for all items mailed)	\$2.00
Clerical Time**	\$15.00/hour
Overhead (if clerical time is charged)	20%

**For productions of 50 copies or more; for retrieval off-site or if copying must be done off-site.

EXTERNAL REQUEST PROCEDURE

All information requests by the public for official documents from the Iowa Colony Police Department should be directed through the Records Division. To request information please fill out the PUBLIC INFORMATION REQUEST FORM and submit it to the Records Division – Iowa Colony Police Department at 12003 Iowa Colony Blvd Iowa Colony, TX 77583. Every effort is made to supply this information as quickly as possible. If the information cannot be produced for inspection or duplication within 10 business

days after receipt of the request, the Department will certify in writing a reasonable time when the information is available.

PRODUCTION OF RECORDS

Records are normally available in paper form. The requestor will be notified when the records are available to s/he can arrange to pick-up the records from the Iowa Colony Police Department.

Records consisting of more than ten (10) pages **cannot** be sent via fax. Faxes cannot be sent to long distance numbers unless the charges are prepaid.

Records can be sent by mail, provided the requestor prepays all charges, including postage and handling fee.

DENIAL OF INFORMATION

Under the Public Information Act there are a number of exceptions to the requirement that the public be granted access to any information maintained by a governmental body. You can contact our office for further information or contact the Texas Attorney General's website at:

<http://www.oag.state.tx.us/opinopen/opengovt.shtml>