 **City of McAllen -** **McAllen Police Department**

 **Crime Records Bureau**

 **Public Information Request Form**

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| **REQUESTOR INFORMATION** |
| **Request Date:**       |
| **Requestor:**        |
| **Mailing Address:**       | **City/State:**       | **Zip:**       |
| **Email:**       | **Telephone#:**       | **Fax#:**       |

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| **INFORMATION REQUESTED**  |
| **Case or Incident#:**       | **Offense/Incident Type:**       |
| **Describe the document(s) requested** **[*Be Specific*]:** **[ ] Basic Report** **[ ]  Full Report** **[ ]  Clearance Letter** **[ ]  Other (describe below)**      |
| *By filling out a public information form, you acknowledge requesting public information and agree to pay charges as allowed by the TX Public Information Act (TPIA). A detail of estimated charges will be provided to requestor if charges exceed $40.00. TPIA gives the requestor the right to access government records; however, some exceptions may apply. The governmental body must within ten (10) business days of receiving request, notify requestor whether an exception applies. Due to the volume of requests, the information may or may not be available for public inspection or available at the time requested.* |
| **C:\Program Files\Microsoft Office\MEDIA\OFFICE12\Lines\BD21328_.gifSignature [Requestor]:** | **SAC Clerk Initials/ID#:**  |

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| **\*DEPARTMENT USE ONLY\*** |
| **Attorney General Ruling:** [ ]  Yes [ ]  No | **AG Exemption Due Date:**  |
| **Case Disposition:** [ ]  Open [ ]  Closed [ ]  Arrest [ ]  Juvenile Case [ ]  Unfounded  |
| **Request Forwarded to:** [ ]  City PIO [ ]  CSI [ ]  Communications [ ]  I.T. [ ]  Evidence [ ]  OPR [ ]  Personnel [ ]  PIO |
| **Court Disposition/Comments:**  |
| **>Crime Records Bureau Authorization Signature(s)<***[Prior to full release, approval must be given by an Department Supervisor below]* |
| **CRB Supervisor:** [ ]  Cecilia Gamez, Lead CSS, CRB Supervisor [ ]  Lt. Joel A. Morales Jr, CRB Director [ ]  Victor Rodriguez, Chief of Police |
| **Authorization Signature:**  | **Authorization Release Date:**  |
| **Fee ($):**  | **PIR #:**  |
| **SAC Comments:**  |