



MONTGOMERY ISD POLICE DEPARTMENT

22825 HWY 105 W. MONTGOMERY, TX 77356

(936) 276-2200

OPEN RECORDS REQUEST

Requestor's Information

Today's Date: ____/____/____

Name of Requestor: _____

Phone Number: _____ Cell: _____

Complete Mailing Address: _____
BLOCK STREET

CITY STATE ZIP

I am requesting the following information pursuant to the Open Government Statutes in Texas:

Case Number(s):

Date of Incident:

Type of Incident:

Location of Incident:

Additional Information:

I understand that if the incident about which I have requested information is pending litigation I will receive only that portion that is required to be released. I understand the Montgomery ISD Police Department has ten (10) business days to process my request. I understand that in lieu of releasing the information, the Montgomery ISD Police Department may request an opinion from the Office of the Attorney General.

I understand that the information will not be given out over the phone. I understand that I will be notified by phone and/or mail when my request is completed, along with the cost for information. I understand that the results will only be held for ten (10) business days after notification. I understand that if I fail to claim the completed request prior to the expiration of the ten (10) business days, I must subsequently request the information.

Signature of Requestor

Date