



Grand Prairie Police Department Public Information Request Form

Requestor's Information	Office Use Only
Date: _____	Rcvd by: _____
Address: _____	Payment Due: _____
City, State & Zip: _____	Pick Up ☐ Mailed ☐
Phone Number: () _____	Emailed: ☐
Email Address: _____	Date Notified: _____
Are you the reporting party: Yes ☐ No ☐	Legal PIR #: _____

I, _____ am submitting this document as my Open Records Request.

(PRINT YOUR NAME)

Exclusions: The City of Grand Prairie is prohibited from releasing certain 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 following categories of information: Citizen's Dates of Birth, Driver's License, Social Security Number, Relating to Pending Investigation or Prosecution, Informant information, Body Worn Camera without releases from people in video, License Plates, Criminal History, Victims of Sexual Assault/Harassment, allegations of Child Abuse, Offenses involving Juvenile Suspects, and Medical Information.

☐ I agree to **exclude the above information to expedite this request.** _____

(SIGNATURE)

Please note: Depending on what has been requested, the Grand Prairie Police Department **may take up to ten business days to respond.** Public Information requests may be made by **Fax (972-237-8744)**, Email (PDRECORDS@gptx.org), U.S. Mail and in person. **Responses** can only be provided after **full payment** is received by mail or in person with **cash, check, or money order.** The **Grand Prairie Police Department Records Unit is located at 1525 Arkansas Lane, Grand Prairie, TX 75052, 2nd Floor**, or you may **call (972) 237-8790.** The **Lobby hours are 8:00am-3:00pm Monday – Friday.** The following fee for documents comply with the guidelines set by the Attorney General's Office of the State of Texas: **.10 cents per page** for paper copies of Offense or Arrest Reports, **\$6.00** for Accident Reports, with an additional **\$2.00** charge to certify any type of report. ****Accident reports** are also available online at www.grandprairiepolice.org. When mailing requests, please include the cost for report(s), plus **\$1.00 and a self-addressed, stamped envelope.**

Please provide the following:

Date / Time of Report: _____ Report Number: _____ Citation #: _____

Address of occurrence: _____

Name of Person(s)

Involved: _____

Item(s) Requested: _____