



## WAXAHACHIE POLICE DEPARTMENT

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216 North College Street, Waxahachie, TX 75165

Phone: 469-309-4400

Fax: 469-309-4420

### Open Record Request Procedures

- Fill out attached letter with appropriate information.
  - Date
  - Be as specific on the requesting information as you can be
    - Case Number
    - Date of Incident
    - Name
    - Date of Birth
  - Signature
  - Name
  - Address
  - Phone Number
- Return to Waxahachie Police Department
  - U.S. Mail – 216 N College St Waxahachie, Texas 75165
  - E-Mail – [records@waxahachiepd.org](mailto:records@waxahachiepd.org)
  - Fax – 469-309-4420
  - Dropped off at front window at PD
    - Monday-Friday 8am- 5pm

The request will be responded to within ten (10) business days from the date received.

- It will be mailed to the address given on request.



# WAXAHACHIE POLICE DEPARTMENT

216 North College Street, Waxahachie, TX 75165  
Phone: 469-309-4400 Fax: 469-309-4420

Date: \_\_\_\_\_

WPD Records Custodian  
216 N. College St  
Waxahachie, TX 75165

Pursuant to the state open records law, Tex. Gov't Code Ann. 552.001 to 552.353,  
I write to request copy of

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If your agency does not maintain these public records, please let me know who does and include the proper custodian's name and address.

I would request your response within ten (10) business days. (Twenty (20) business days if my request requires substantial programming or manipulation of data.) If you believe this information is not public, the law requires that you notify me and then seek a formal decision from the Texas Attorney General not later than ten (10) calendar business days from your receipt of this request. Tex. Gov't Code Ann. 552.301.

Thank you for your assistance.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_