

KRUGERVILLE POLICE DEPARTMENT

5246 HWY 377 S., Suite 10
Krugerville, TX 76227
(940) 365- 2029 (Office)
(940) 365-0664 (Fax)



Chief Stoney Ward
sward@kvpd.org
www.kvpd.org

Open Records Request

Date of Request: _____

REQUESTOR INFORMATION:

Name: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s): _____

INFORMATION REQUEST: *Be as specific as possible. Failure to provide specific information will result in the delay of fulfilling your request. Please provide all information you have concerning your request.*

In accordance with the Texas Public Information Act, I am requesting the following documents/records from the Krugerville Police Department. I understand that I may either schedule a mutually acceptable time with the Krugerville Police Department to review these documents in person, or I may request that these records be photocopied and mailed to me. I understand there may be a fee associated with my request. Copies will be ten cents (\$.10) per page for standard-sized photocopies and additional charges for non-standard sized documents or for documents/records retained in another media. I understand the Krugerville Police Department may charge for personnel time at the rate of \$18.00 per hour. Accident reports will be \$5.00 per report. I also understand I may be charged for shipping, postage, and/or handling. **Active Records must exist; no compiling or creation of documents will be made.**

Do you wish to be notified of the estimated time for research? Yes _____ No _____

I understand I must respond to the estimate of charges within ten (10) days, in writing, to inform the Krugerville Police Department whether I will accept the charges or my request for information will be deemed withdrawn.

Signature of Person Making Request: _____ Received by: _____

Date available for pickup: _____ Notified: _____ Cost: \$ _____

Copies picked up by: _____ Date: _____

Requests may be sent to szambrano@kvpd.org or sward@kvpd.org. All fees must be paid before requests can be fulfilled (mailed or in-person).