Montgomery County Constable's Office, Precinct #3
Request for Public Information

Name: _____ Date of Request: _____

Address: _____ City/State/Zip: _____

Email: _____ Phone #: _____

Please provide us as much of the following in order to identify related documents:

Case Number(s): _____ Date of Occurrence : _____

Type of Incident: _____ Location/Address: _____

Parties involved:

Last Name	First Name	DOB	DL#	SS#	Address

Information requested – Select **ONE** of the following (selecting more than one will result in clarification letter being mailed which will delay processing of your request):

☐ **THE PUBLIC INFORMATION VERSION OF INCIDENT REPORT**. Contains a summary of the crime, the complainant's name, address, date, time and location of the incident, the responding Officer's name(s), and the incident number. This report generally includes all the information needed by an insurance company if you need the report for a claim. Typically provided to requestor in 7 – 10 business days at no charge. Failure to select this option will result in documents being sent to Texas Attorney General for Opinion on release of relevant documents and will take approximately 60 days to complete.

☐ **CRIMINAL OFFENSE REPORT**. Normally only available if case closed ***and*** conviction entered (someone was arrested, convicted and received jail/prison time and/or deferred adjudication and/or a fine) or if case closed ***and*** inactive. If this option is selected and the status of the case fails to meet the requirements as noted above, the request will be forwarded to the Texas Attorney General's Office for a ruling as to whether or not we can release the full report, a process which takes approximately 60 business days. Charges for copies will be billed as outlined by Texas Attorney General's Office.

☐ **OTHER. PLEASE IDENTIFY REQUESTED INFORMATION AS FOLLOWS:** _____

_____

_____

Note: Selecting "OTHER" may result in documents being submitted to Texas Attorney General's Office for a ruling as to if documents may be released, a process that will take approximately 60 business days. Charges for copies will be billed as outlined by Texas Attorney General's Office.

☐ I agree and authorize redaction of confidential information as provided under the Texas Public Information Act. Note: failure to select may cause delay in release of documents.

Signature of Requestor: _____

Note: Section 552.001 of the Texas Government Code provides that public information is available to the public during the normal business hours of the government body.

Choose One: Email Mail Pick up