



COCKRELL HILL FIRE MARSHAL'S OFFICE

4125 West Clarendon Drive | Dallas, Texas 75211 | P: (214) 330-6333 | E: fmo@cockrellhillfire.org

OPEN RECORDS REQUEST

Request for public information under the Texas Public Information Act, Texas Government Code Chapter 552

1. REQUESTOR INFORMATION

Requestor Name _____ Date of Request _____

Organization (if any) _____ Phone _____

Mailing Address _____

Email Address _____

I would like to receive the records by: ☐ Email ☐ Mail ☐ Pick up ☐ Inspect in person

Format: ☐ Electronic copy ☐ Paper copy ☐ Certified copy

2. RECORDS REQUESTED

Check all that apply

- | | | | |
|--|---|---|---|
| ☐ Fire incident report | ☐ Fire investigation report | ☐ Fire inspection records | ☐ Permits or plan review records |
| ☐ Code enforcement case | ☐ Crash report (also complete Section 3) | ☐ Incident or offense report | ☐ Other |

Report or Case No. (if known) _____ Date of Incident _____

Address or Location _____ Names Involved _____

Describe the records you want as specifically as you can: _____

Body-worn camera recordings must be requested with the separate Body Worn Camera Open Records Request form.

3. CRASH REPORT REQUESTS

Texas Transportation Code Section 550.065

State law limits who may receive an unredacted crash report. Check the box that describes you. Anyone else may receive a redacted report, with names, license and plate numbers, birth dates, addresses, phone numbers, and insurance information removed.

- | | | | |
|---|--|---|--|
| ☐ Driver | ☐ Passenger | ☐ Pedestrian | ☐ Pedalcyclist |
| ☐ Authorized representative of a person involved | ☐ Employer, parent, or legal guardian of a driver | ☐ Owner of a damaged vehicle or property | ☐ Person who established financial responsibility for a vehicle, including a policyholder |
| ☐ Insurance company covering a vehicle or person involved | ☐ Contracted claims or underwriting provider for an insurer | ☐ Radio or television station licensed by the FCC | ☐ Qualifying newspaper (Section 550.065(c)) |
| ☐ Person who may sue because of a death resulting from the crash | ☐ Vehicle storage facility that stored a vehicle involved | ☐ Other person directly concerned in the crash or with a proper interest | ☐ None of the above (redacted report only) |

If a representative or other interest, name the person or explain: _____

Crash Date _____ Crash Location _____

You may be asked for documents showing you are entitled to an unredacted report.

4. NOTICE TO REQUESTOR

- **Submitting a request.** Email this form to fmo@cockrellhillfire.org, or mail or deliver it to the Cockrell Hill Fire Marshal's Office, 4125 W. Clarendon Dr., Cockrell Hill, Texas 75211. We cannot ask why you want the information, but we may contact you to clarify or narrow your request (Government Code Section 552.222).
- **When you will receive records.** Records will be provided promptly. If they cannot be provided within 10 business days, we will tell you in writing the date and time they will be available (Section 552.221).
- **Information we may remove without a ruling.** State law allows us to redact certain information without asking the Texas Attorney General, including driver's license, vehicle title, and registration information (Section 552.130); home addresses, phone numbers, and family information of government employees and officials (Sections 552.024 and 552.117); personal information of peace officers, firefighters, EMS personnel, and others in sensitive positions (Section 552.1175); credit card and account numbers (Section 552.136); family violence shelter and sexual assault program information (Section 552.138); and Social Security numbers (Section 552.147). If we redact under these sections, we will tell you what was removed and how to ask the Attorney General to review it.
- **Attorney General rulings.** If we believe other requested information is not public, we must ask the Attorney General for a ruling within 10 business days of receiving your request and will notify you (Section 552.301). The Attorney General has 45 business days after receiving our request to issue a ruling and may extend that by 10 business days (Section 552.306). Records that are not part of the ruling request will still be released.
- **Charges.** Charges follow the Attorney General's cost rules. If charges will be more than \$40, we will send you an itemized estimate first. You must respond in writing within 10 business days, or the request is considered withdrawn (Section 552.2615). Crash reports are \$6 per copy and \$2 more for certification (Transportation Code Section 550.065).

5. REDACTED RECORDS*Choose only one*

- ☐ I will accept copies with confidential or excepted information redacted as allowed by law.
- ☐ I want all of the records I requested. I understand that the City may ask the Texas Attorney General for a ruling on information it believes is not public, and that this will delay the release of that information.

6. ACKNOWLEDGMENT

I understand that this is an official government document and that providing false information or documentation to obtain the requested records may result in criminal or civil penalties.

Requestor Signature _____ Date _____

FOR ADMINISTRATIVE PURPOSES ONLY

Date Received _____	Received By _____	10th Business Day _____
AG Ruling Requested _____	Cost Estimate Sent _____	Clarification Sent _____
Copies \$ _____	Certified \$ _____	Labor \$ _____
Total \$ _____	Receipt No. _____	Pages or Copies _____
Date Completed _____	Released To _____	Released By _____
Notes _____		