

**PUBLIC INFORMATION REQUEST**  
UNDER THE TEXAS PUBLIC INFORMATION ACT

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date (Month / Day / Year)

**REQUESTED DOCUMENTS**

Please list/describe the documents you need, preferably with dates. The more specific you can be, the faster we can find them.

**DETAILS FOR POLICE REPORTS**

For police reports, please provided as many details as possible.

\_\_\_\_\_  
Report Number      Date (Month / Day / Year)      Location

Names of Parties Involved

- Type of Report:     Traffic Report  
                           Offense Report  
                           Incident Report  
                           Other Report

Any additional details that could help us to better find the documents you need:

**PICK-UP**

- I will **pick up my documents in person** from the Office of Administration. See **INSTRUCTIONS** below for the address.  
 Please send my documents to the **email address** listed below.  
 Please send my documents to the **fax number** listed below.  
 Please send my documents to the **mailing address** listed below.

**REQUESTOR**

\_\_\_\_\_  
Name (Printed)                                      Email Address                                      Fax Number                                      Phone Number

\_\_\_\_\_  
Name (Signed)                                      Mailing Address (Street, City, State, ZIP Code)

**INSTRUCTIONS**

You may send this request — by mail to: The University of Texas at Dallas  
800 W Campbell Rd, AD24  
Richardson, TX 75080-3021

by email to: PublicInformation@utdallas.edu

by fax to: 972.883.6772 or 972.883.2212

in person at: AD 2.410 or AD 3.410 in the Administration Building

**Important:** Costs for retrieving public documents are established by the Office of the State of Texas Attorney General.  
Your payment must be received when we release your documents.