

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 the University Attorney.
 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, AD35
Richardson, TX 75080-3021

by email to: PublicInformation@utdallas.edu

by fax to: 972.883.2220

in person at: AD Reception Desk or AD 2.412

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.