

LEONARD POLICE DEPARTMENT
Request for Disclosure of Public Records

pages
Fee per page
Processing Fee
Total Due

PLEASE PRINT OR TYPE ALL INFORMATION

Every effort is made to expedite all requests for disclosure of public records; however, due to personnel demands and schedules, there are incidents when the disclosure of records may take the time allowed by law. Please note that all information from Police records is not open to the public and each request must be considered on a case by case basis.

Name:	Phone:
Address:	City: State: Zip:

DATE, NAME & DISCRIPTION OF REQUESTED RECORD:

(For accident reports: HB 399 requires the name of at least one party involved AND either the date or location of the accident.)

Request Date Signature of Applicant Date Rec'd Signature of Recipient

RETURN FORM TO: Leonard Police Department
P.O. BOX 1270
LEONARD, TEXAS 75452
(903) 587-2234

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Staff Comments:

Prepared By: _____ Disclosure Date: _____

Category: _____ ATTY Review: _____

Reviewed By: _____ Released By: _____

(PLEASE REMEMBER TO DATE YOUR SIGNATURE)