



Jacinto City Police Department
10429 Market Street Road
Jacinto City, TX 77029
Phone: 713-672-2455



Public Records Request Application

Submit applications at City Hall 1301 Mercury Dr. Jacinto City, TX 77029
or via Email to City Secretary at christal.rodriguez@jacintocity-tx.gov

Date of Incident: _____

Case Number: _____

File Name: _____

Description of Information:

Standard Size Paper Copies:	Quantity	Total
Accident Reports	_____ \$6.00/rpt	_____
Offense/MIR Reports	_____ \$3.00/rpt	_____
Clearance Letters	_____ \$10.00/each	_____
Personnel Charges:	_____ \$15.00/hr	_____
Posting/Shipping Charges:	_____ actual cost	_____
Other Charges:		
Notary	_____ \$5.00/each	_____
Additional Signatures	_____ \$1.00/each	_____
Non-Paper Copies:		
CD	_____ \$1.00/each	_____
DVD	_____ \$3.00/each	_____
USB 2GB	_____ \$4.00/each	_____
USB 8GB	_____ \$8.00/each	_____
Emailed	_____ \$.10 per pg scanned into electronic format	_____
	_____ \$.05 for every 4 electronic attachments uploaded	_____
	_____ \$.10 per gigabyte	_____

Method of Payment: _____

Total Charges: _____

I, _____, am requesting a copy of offense/incident report
number: _____ or the so noted services and/or records.

I understand that I must pay charges as outlined above in regards to this request.

Signature: _____

Date: _____

Address: _____

Phone: _____

*** Please attach copy of Driver's License/ID for Clearance Letters. ***

Notes: _____

