

**Montague County Sheriff's Office**  
**Open Records Request Form**

111 S. Grand St.  
 Montague, TX 76251  
 (940) 894-2491  
 FAX (940) 894-2114

**You may submit your request by any of the following:**

Email this form to <a href="mailto:aanderson@montaguesheriff.com">aanderson@montaguesheriff.com</a>	Fax this form to <b>940-894-2114</b>
Deliver this form in person to the Sheriff's Office Front Desk / Records Clerk	U.S. mail to P.O. Box 127, Montague, TX 76251

Date of Request: \_\_\_\_\_ Case #: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_ Type of Incident: \_\_\_\_\_

Location / Address: \_\_\_\_\_

**To help identify information requested, please provide as many identifiers as possible in order to accurately identify the record**

Last Name	First Name	Middle Initial	Date of Birth	Address

PROVIDE A BRIEF DESCRIPTION OF SPECIFIC INFORMATION REQUESTED

***\*The type of information needed – Not the reason it is needed\****

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I understand that unless otherwise stated, confidential information will be withheld (ex: Driver's License #, Soc. Sec. #, Address, Telephone #, ect.)**

**\*REQUIRED\***

You must provide in order for your request to be processed.

\*Name: \_\_\_\_\_ \*Signature: \_\_\_\_\_

\*Telephone #: \_\_\_\_\_ \*Fax: \_\_\_\_\_

\*Email: \_\_\_\_\_

\*U.S. Mailing Address: \_\_\_\_\_

Section 552.001 of the Texas Government Code provides that public information is available to the public during the normal business hours of the government body. The officer for public information will respond to your request within **10 BUSINESS DAYS AFTER** the date the information was requested.