

**NEDERLAND POLICE DEPARTMENT**  
**OPEN RECORDS REQUEST FORM**

Today's Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Requests for records must be detailed and specific to allow the custodian of records to identify the requested documents. If the custodian is unable to specifically identify the requested documents/records, it may not be possible to comply with your request. The requested information may not be available at the time of your request because it is in active use or storage. We will attempt to make the material available to you as soon as possible no later than ten (10) business days from the date the request is received.

*Under the Public Information Act, some categories of information do not have to be released. Exceptions to disclosure fall into two general categories: 1) mandatory exceptions that make information confidential and require a governmental body to withhold information, and 2) discretionary exceptions that allow but do not require a governmental body to withhold information.*

Call for Service #: \_\_\_\_\_ Case #: \_\_\_\_\_

Date of Crime: \_\_\_\_\_ Type of Crime: \_\_\_\_\_

Location of Crime: \_\_\_\_\_

Name of Victim: \_\_\_\_\_

Name of Arrested Person: \_\_\_\_\_

Other helpful information: \_\_\_\_\_

Specific type of information requested: \_\_\_\_\_

**Please Note:** If the information requested is unclear or if a large amount of information is requested you may be contacted to discuss clarifying or narrowing your request. There may be charges associated with production of the requested information.

I hereby agree to pay the costs, as established by the Nederland Police Department, related to producing these records, which may include the cost of materials, labor and overhead.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Signature (when picked up)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date