



McAllen Police Department
 P.O. Box 220, McAllen, Texas 78505-0220

Crime Records Bureau
 Ph: (956) 972-7329/ F: (956) 972-7321

OPEN RECORDS REQUEST FORM

Texas Government Code, Chapter 552, gives the requestor the right to access government records; however, some exceptions may exist. The governmental body must, within ten (10) days of receiving request, notify requestor whether an exception applies and submit ruling to the Office of Attorney General. Due to the volume of requests, the information May or May Not be available for public inspections or available at the time requested. If this should occur, the information would be released at the earliest convenience. Refer to summary of charges for fees associated with request.

Proper Identification is required to complete a criminal history request (i.e. Driver's License, State issued ID, military ID, Alien registration card, and/or Passport). All third party requests must be accompanied by a notarized authorization release form from the subject being inquired upon. All background checks and clearance letters are limited only to information found in local McAllen Police Department records. The background checks/clearance letters do not include any records of other cities, counties, or states.
 Note: Reports are \$0.10 per page; Photos are \$0.75 per photograph, Criminal History Letter \$1.00-\$2.00.

REQUESTOR: PERSON / BUSINESS

_____/_____/_____ or Business _____
 Last Name First Name Middle Name

_____/_____/_____/_____
 Address (Street/Apt. No. /P.O. Box/R.R. No. #) City State Zip Code

_____/_____
 Day Phone# Evening Phone #

DESCRIPTION OF REQUESTED RECORD(S): _____
 FULL BASIC PHOTOS only Criminal History

_____/_____
 (Requestor's Signature) (Request Date)

Clerk Received/Date: _____/_____/_____ Clerk Released/Date: _____/_____/_____

Crime Scene Investigation Unit Photo Request Form (standard size)
 ----Departmental Use Only----

COMMANDER APPROVAL: _____ Date Submitted: _____

CASE#: _____ - Offense: _____ Arrest Date: _____ Jacket #: _____

DATE PRINTED: _____ CSI UNIT: _____

C.S.I.'s COMMENTS: _____

DEPARTMENT HEADS

 Lt. Oscar Garcia, Crime Records Director

 Cecilia Gamez, C.S.S.-C.L.-Crime Records

 Victor Rodriguez, Chief of Police

 Kevin Pagan, City Attorney