



# CITY OF SOUTHLAKE

Department of Public Safety

Request for Information Form



Copies of accident reports generated after July 1, 2008 may be obtained online. Not all information is releasable, for more information visit our website or contact the Records Department.

**Note: All applicable fees must be paid prior to the distribution of records.**

- 1) Accident reports—**\$6.00** (flat fee)
- 2) Charge for standard copies:
  - a) No charges for 10 or fewer pages (office policy)
  - b) 10 cents per page (TBPC\*)
- 3) CDs—**\$5.50**
  - a) Diskette—\$1.00 (TBPC)
  - b) Personnel—\$3.75 (15 minutes—TBPC personnel rate of \$15.00 per hour)
  - c) Overhead—\$0.75 (TBPC rate of 20% of the personnel amount)
- 4) DVD—**\$7.50**
  - a) DVD—\$3.00 (TBPC)
  - b) Personnel—\$3.75 (15 minutes—TBPC personnel rate of \$15.00 per hour)
  - c) Overhead —\$0.75 (TBPC rate of 20% of the personnel amount)

\*Texas Building and Procurement Commission

Please return this completed form and applicable fees to:

DPS Records  
c/o Southlake Department of Public Safety  
600 State Street  
Southlake TX 76092

fax to (817)748-8375

[dsmith@ci.southlake.tx.us](mailto:dsmith@ci.southlake.tx.us)

**Innovation ♦ Integrity ♦ Accountability ♦ Commitment to Excellence ♦ Teamwork**

600 State Street, Southlake, TX 76092, (817) 748-8359



# CITY OF SOUTH LAKE



## Department of Public Safety

### Request for Information Form

I hereby request the following information from the Southlake Department of Public Safety. I understand that the information will be provided under the Texas Public Information Act and that a fee may be charged for the requested information.

Name:

Address:

City:

State:

Zip:

Phone:

Email Address:

Fax:

Signature of Applicant:

Date of Request:

If requesting an accident report, two of the following must be provided:

- (1) Date of accident:
- (2) Name of any person involved in accident:
- (3) Specific location of accident:

If requesting other records, please provide the following:

- (1) Date of incident:
- (2) Location of incident:
- (3) Case number/brief description of incident:

For City Use:

Date Delivered:

Fee Collected:

City official releasing information: