



Public Information Request

Corpus Christi Police Department

321 John Sartain St., Corpus Christi, TX 78401

Custodian of Records, Central Information

Phone: 361-886-2756 or 886-2747 or 886-2743

Email: ccpdopenrecords@cctexas.com or Fax: (361) 886-2597

Your request will be reviewed and a response provided within 10 business days.

Fees shall be assessed to recover all costs related to reproduction of public information requested.

Section One: Requestor Information

Name: _____ Phone Number: _____

Organization (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____ Email Address: _____

Section Two: What records are you requesting?

Name of person involved: _____ Date of birth: _____

Additional person involved: _____ Date of birth: _____

Location of incident: _____ Date of incident: _____

Police report/case number (if known): _____

Describe the exact documentation you are requesting. Include any details that may help us locate the documents. The City is under no obligation to answer any written questions or create any document in response to an open records request.

Section Three: Optional Request for Only Non-Confidential Information (Check box for expedited request)

Please be advised that information excepted from required disclosure (e.g. confidential information) is often included in documents held by the City of Corpus Christi and the City of Corpus Christi Police Department. The City may not be able to release this information. The Texas Public Information Act (codified at Texas Gov't Code Chapter 552) requires a governmental entity to request an open letter ruling from the Texas Attorney General prior to withholding information that is excepted from required disclosure. The Attorney General's Office has 45 days to respond to a request for an open letter ruling. To avoid submission to the Texas Attorney General and to expedite this request, please check the box below if you are willing to request and receive **only** information that is not excepted from required disclosure as determined by the City.

Please provide me **only** information that is not excepted from required disclosure as determined by the City. I understand that some records may be redacted to withhold excepted information (e.g. confidential information). This excepted information includes, but is not limited to: all Social Security numbers, driver's license numbers, vehicle license plate and VIN, all witness information and suspect, arrestee, and complainant confidential information. I understand that checking this box will avoid submission to the Texas Attorney General for an open letter ruling.

Signature of Requestor: _____ Date: _____

For Office Use Only

Intake
Date received: _____

Clerk: _____

Responsive Information _____

Legal Processing
Information released: _____

Information redacted/ withheld: _____

Information under review: _____