



# BURNET COUNTY SHERIFF'S OFFICE CRASH REPORT REQUEST



CHECK SERVICE REQUESTED:

Date: \_\_\_\_\_

- \_\_\_\_\_ Copy of Police-Officer's Crash Report      \$6.00
- \_\_\_\_\_ Certified Copy of Police Officer's Crash Report      \$8.00

1. Date and time (if known) of accident _____ <i>(Fecha y hora)</i>		
2. Location of accident (as specific as possible) _____ <i>(Dirección de accidente)</i>		
3. Name of any person involved: _____ <i>(Nombre de la persona involucrada)</i>		
Incident number: _____ (if known) <i>(Número de incidentes)</i>		
Transportation Code Sec. 550.065 requires identification of the requestor:		
Name of person requesting report: _____ <i>(Su nombre)</i> Please print <i>(Por favor, escriba)</i> / Phone Number		
<input type="checkbox"/> Driver	<input type="checkbox"/> Pedestrian	<input type="checkbox"/> Pedalcyclist
<input type="checkbox"/> Passenger	<input type="checkbox"/> Employer of driver	<input type="checkbox"/> Parent / legal guardian of driver
<input type="checkbox"/> Owner of vehicle or property damaged	<input type="checkbox"/> Policyholder of vehicle	<input type="checkbox"/> Insurance company of vehicle or person involved
<input type="checkbox"/> Courier service for insurance company	<input type="checkbox"/> Radio / television station (FCC licensed)	<input type="checkbox"/> Newspaper (qualified to Publish legal notices)
<input type="checkbox"/> Legal representative of:		<input type="checkbox"/> Other (will receive redacted Report)

The Burnet County Sheriff's Office adheres to the requirements of the Chapter 550 of the Texas Transportation Code regarding the release of crash report information and any fees charged. Upon request, the Burnet County Sheriff's Office Records Department can provide you with a copy of the Texas Transportation Code requirements. If you have additional questions, please speak with a Supervisor.

**Pursuant to Sec. 550.065 "Release of Certain Information Relating to Accidents"**

To obtain a copy of a Crash Report:

1. Request is made in writing
2. Requestor provides Agency with required identification
3. The fee for a copy of an accident report is \$6
4. Certification of the accident report is an additional fee of \$2.
5. Agency Certification that no accident report or information exists in its files is \$6

**WARNING:** Under Section 730.015 of the Transportation Code, a person who requests the disclosure of personal information from an agency's records under this chapter and misrepresents the person's identity or who makes a false statement to the agency on an application required by the agency under this chapter commits a Class A misdemeanor.

How would you like this information returned to you? \_\_\_\_\_

<b>Records Department Use Only:</b>		
Incident #:	Receipt #:	Records Assistant:

# OPEN RECORDS REQUEST FORM

**FROM (Full Name, *print*):** \_\_\_\_\_

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

City, State Zip: \_\_\_\_\_

Telephone No. ( ) - (Home)

( ) - (Work)

( ) - (FAX)

**TO: CUSTODIAN OF RECORDS FOR THE BURNET COUNTY SHERIFF OFFICE**

Pursuant to V.T.C.A., Government Code, Section 552.001 et seq., I am requesting certain public records, specifically:

Incident / Call #: \_\_\_\_\_ Date of Incident: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Person(s) Involved Name(s): \_\_\_\_\_

Nature of Call: \_\_\_\_\_

Other Information Available: \_\_\_\_\_

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

**How would you like your information provided:**

\_\_\_\_\_ **MADE AVAILABLE TO ME FOR EXAMINATION ONLY.** I understand that if the documents are not readily available, the custodian may schedule a date and hour within a reasonable time for my examination of the documents. I understand that I must complete my examination within ten days of the date the records are made available to me.

\_\_\_\_\_ **FAXED,** \_\_\_\_\_ **EMAILED (in PDF FORM) to :** \_\_\_\_\_,

\_\_\_\_\_ **PICKED UP,** \_\_\_\_\_ **MAILED to me at the address indicated:** \_\_\_\_\_

\_\_\_\_\_

I understand that the Burnet County Sheriff Office may withhold information which is not considered public information under the Texas Open Records Act, accompanying Attorney General Opinions, and case law. I also understand that Burnet County Sheriff Office is required to release only those documents that exist, in their current state, and that Burnet County is not required to compile or create specific information or formats for my use.

\_\_\_\_\_ Signature *Required*