



Town of Holiday Lakes Police Department



Texas Public Information Act Request Form (Pursuant to Texas Government Code § 552.205)

REQUESTOR INFORMATION:

- Full Name: _____
- Mailing Address: _____
- City, State, ZIP Code: _____
- Phone Number: _____
- Email Address: _____

REQUEST DETAILS:

Describe the records you are requesting. Be as specific as possible (e.g., date range, report number, type of document, subject matter):

DELIVERY METHOD:

(Select one)

- I would like to inspect the records in person.
- I would like electronic copies (if available) sent to my email.
- I would like physical copies mailed to my address.

AGREEMENT & ACKNOWLEDGMENT:

- I understand that the **Holiday Lakes Police Department** will respond to this request in accordance with the **Texas Public Information Act (TPIA), Texas Government Code Chapter 552.**
- I acknowledge that some information may be **redacted or exempt** from disclosure under state or federal law.
- I understand that **fees may apply** for copies, labor, or postage and will be provided with an estimate if applicable.

Requestor's Signature: _____ Date: _____

FOR DEPARTMENT USE ONLY

- **Date Received:** _____
- **Received By:** _____
- **Due Date for Response:** _____
- **Request Number:** _____
- **Fees (if applicable):** \$ _____
- **Response Status:** Approved Denied

APPROVAL STAMP

(For Department Use Only)

- Approved**
- Denied**

Authorized Signature: _____

Date: _____

For questions, contact:
Holiday Lakes Police Department
195 N Texas Ave
Phone: 979-849-1136

This form ensures compliance with **Texas Government Code § 552.205**, clearly outlining the request process and approval section.

