



BASTROP COUNTY SHERIFF'S OFFICE

200 Jackson Street ♦ Bastrop, Texas 78602

Office: (512) 549-5100 ♦ Fax: (512) 549-5195

Law Enforcement Record Request

FEES: By submitting this request, I understand and agree to pay for my request based on the fee schedule outlined in the Texas Administrative Code and the Local Government Code. I also understand that if the total cost is going to be more than \$40.00, an itemized statement will be provided in advance of the request being processed. **Reports cannot be faxed. They may be purchased in person at the above address or we will mail the report to your address upon receipt of payment.**

The following fee schedule is an example of fees charged for records by this office:

- Reports: \$5.00 first page, \$1.00 each additional page
- Other records: 1-50 pages \$0.10 per page
- 51 pages or more: \$18.00 per hour plus \$0.10 per page
- Oversize paper: \$0.50 per page; specialty paper: actual cost
- Electronic Data: CD \$1.00, DVD: \$3.00
- Postage and shipping: actual cost

Requestor's Information:

Name:		Phone:	
Address:		Email:	
City, State:		Zip:	

Please complete the following information about the records you are requesting, being as specific as possible. Clarifications may be requested, resulting in a delay of delivery. If additional space is needed, please attach additional page(s).

Description of Requested Records:

Case Number (if known):		Date of Incident:	
Location of Incident :			
Provide details regarding information you are requesting:			

Office Use Only

Requestor's Signature:	Date:	Initials	\$
		Date	