



Rosenberg Police Department
 2120 Fourth Street
 Rosenberg, Texas 77471
 Ph# (832) 595-3730 Fax# (832) 595-3731

OPEN RECORDS REQUEST

Please Print All Information

- The Rosenberg Police Department will determine if requested information is available under the Public Information Act & will have 10 business days to comply with your request or advise reason records are not available.
- Records must be picked up within 30 days, between normal business hours of 8am-4pm, Monday-Friday.

Requestor's Information

Name: _____ Today's Date: _____

Address: _____
(Street # / Name) (City/State/Zip)

Phone#: _____ Email (optional): _____
If you prefer report be emailed, please provide us with your email address.

- All records are subject to fees.
- In order for us to expedite your request, please provide as much information that you can.

Offense Report (case # _____) **Call Sheet** (date & address will be needed) (case # _____) **Calls for Service**

Date of Incident: _____ Address of Incident: _____

Name of Person Involved: _____ DOB: _____

Please be specific in what you are looking for: _____

Signature required on **ONLY ONE** option below. If both boxes are signed, the request is invalid:

By signing below you agree to all redactions made by the Rosenberg Police Department Records Division, or the release of only the public portion for this case:

 Requestor's Signature

By signing below you are requesting an Attorney General's Opinion on release of the information you are requesting from the Rosenberg Police Department Records Division (this process takes approx. 6-8 weeks):

 Requestor's Signature