

OFFICE OF  
SHERIFF UPSHUR COUNTY



**PUBLIC INFORMATION REQUEST**

**GOVERNMENT CODE CHAPTER 268, SECTION 552**

The charge for open records is .10¢ per page plus \$15.00 per hour (if applicable) for employee time. Other charges may apply which will depend on the scope of your request. The total cost is

Unknown until all processing of public records requested is complete.

We accept Cash, Cashier's Check or Money Order **(NO Debit/Credit Cards or Personal Checks)**.

DATE REQUESTED: \_\_\_\_\_

NAME OF REQUESTOR: \_\_\_\_\_

ADDRESS OF REQUESTOR (Include City and Zip Code): \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

**INFORMATION REQUESTED** (Please check one or more of the following if case number is known please put it on the line provided):

\_\_\_ CASE NUMBER \_\_\_\_\_

\_\_\_ JAIL BOOK IN/OUT SHEETS \_\_\_\_\_

\_\_\_ OTHER INFORMATION (Be specific in what you need):

APPROVED BY: \_\_\_\_\_ RELEASED BY: \_\_\_\_\_ RELEASED TO: \_\_\_\_\_

**NOTE: This form is strictly voluntary. Requestor may choose to provide his/her own written request.**

# Upshur Co. Public Information Records Charges



Date:

Description of Information:

Name of Person/Agency Requesting Information:

Address:

Telephone Number:

	Quantity		Total
<b>Standard Size Paper Copies</b>		(@) \$.10 per page	\$
<b>Oversized paper copies</b>		(@) \$.50 per page	\$
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Toll Free		(@) \$0.10 per page	\$
<b>TOTAL CHARGES</b>			\$

\*\*\* Cash, Money Order or Cashier's Check should be made payable and mailed to:

Form authorized in compliance with the Public Information Act, Texas Government Code 552.301 and 1 TAC Ch. 70.

Inquiries and complaints should be forwarded to the attention of Chief Bobby Sanders 903-843-2541