# Request Received on Person Receiving Request Copying Fee \$ Completed by

## Questions or Recommendations

If you have any questions or recommendations on how the Port Lavaca Police Department can improve your police service, please call the Office of the Chief of Police at 361-552-3788 or email jmartinez@portlavaca.org

# Port Lavaca Police Department

# Public Records Request



### **Port Lavaca Police**

201 N Colorado Port Lavaca, TX 77979 Phone: 361.552.3788 Fax: 361.552.7386

PORT LAVACA
POLICE
POLICE

James Martinez
Chief of Police



| Records Request     | have requested the following records    |
|---------------------|---|
| Name of Requester:  | from the Port Lavaca Police Department. |
|                     | Signature of Requester                  |
| Street Address:     |   |
|                     |   |
| City, State, Zip    | Records Requested                       |
|                     |   |
| Contact #           |   |
|                     |   |
| Alternate Contact # |   |
|                     |   |

At \_\_\_\_\_o'clock \_\_\_m, on the

\_\_\_\_\_day of \_\_\_\_\_\_\_, 20\_\_\_\_\_

| For Review Only |  |
|-----------------|--|
| Copies          |  |

# **Fees**

The current copying fee is \$3.00 for the 1<sup>st</sup> copy and .25 cents for any additional copies to cover the cost of reproduction of public records, as allowed under the conditions of the Public Information Act.