



# Kendall County Sheriff's Office

## Open Records Request



Pursuant to the Texas Public Information Act the following procedure is established to assist the public in obtaining copies of records that are considered public information. All requests must be in writing and each will be evaluated and either approved or disapproved depending on whether it is public information. If approved, the information will be available for release within one to seven days. If not approved, you will be notified within ten business days. Upon completion of the form please email to [kcsoemail@co.kendall.tx.us](mailto:kcsoemail@co.kendall.tx.us)

| Contact Information                        |  |
|--|--|
| Date Received (For Sheriff's Office Only): | Received by (For Sheriff's Office Only): |
| Name of Requestor:                         |  |
| Address of Requestor:                      |  |
| Contact Phone Number:                      |  |
| Type of Records Requested:                 |  |

| Date(s) Of Incident |
|---------------------|
|                     |

| Names of Parties Involved |
|---------------------------|
| 1                         |
| 2                         |
| 3                         |

| Case Number |
|-------------|
|             |

| Other Information That Will Help Locate the Records |
|---|
|   |

Request for Records:

Approved

Not Approved

Chief Deputy \_\_\_\_\_ Sheriff \_\_\_\_\_