



OPEN RECORDS REQUEST FORM

Ellis County Sheriff's Office, Records Department, 300 S. Jackson St., Waxahachie, TX. 75165
Ph: (972) 825.4901 / Fax: (972) 825.4941

(PLEASE PRINT LEGIBLY)

TODAY'S DATE: _____

BUSINESS OR AGENCY: _____

(IF REQUESTING FOR A BUSINESS OR AGENCY)

MR./MS./MRS: & (YOUR NAME): _____

(CIRCLE ONE)

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

YOUR PHONE NUMBER: _____

EMAIL ADDRESS: _____

After your request has been processed it will be sent to the Ellis County District Attorney's Office, where they will determine what can be released. This process **may take up to 10** business days.

Personnel from the DA's office will contact you once your request is ready.

You may check the status of your request by calling the DA's Office at 972.825.5035.

My relationship to the person listed in the report: (Select all that apply)

Spouse Self I am the parent/legal guardian Legal counsel/attorney

Employer Other explain _____

Under the Public Information Act, I request copies of the following:

Offense Report Accident Report Photos

911 Audio Dash-camera Body camera Call out sheet

REPORT/SERVICE NUMBER: _____

DATE OF INCIDENT: _____

OTHER INFORMATION: _____

(YOUR SIGNATURE)

RECEIVED BY ECSO PERSONNEL: _____ DATE: _____

Information that is confidential by law, either constitutional, statutory or judicial decision, is excepted from public disclosure.
I agree to all such information being withheld by checking the box below.

I agree.