



MABANK POLICE DEPARTMENT

129 E. Market Street, Mabank, Texas 75147
Mailing: P.O. BOX 293

BUSINESS (903) 887-8500

FAX (903) 887-4288

OPEN RECORDS REQUEST

DATE: _____

REQUESTER'S NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

CASE NUMBER: _____

DOCUMENTS REQUESTED: _____

NAME OF SUSPECT/COMPLAINANT _____

DATE OF INCIDENT: _____

INSTRUCTIONS FOR DISTRIBUTION OF RECORDS:

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

FAX NUMBER _____

TO BE PICKED UP BY: _____

You may fax your request to Kathy Barley, Records Clerk, FAX NUMBER 903-887-4288, or EMAIL your request to policeopenrecords@cityofmabank.org, or complete and RETURN AT THE LOBBY WINDOW at the Mabank Police Department or MAIL your request to PO Box 293 Mabank Tx.75147 ATTENTION OPEN RECORDS. Each request is \$6.00 cash or check. Please be advised, by law, you will receive a response to your request within 10 business days of the date it was received. It will be processed in the order in which it was received and returned to you by the method indicated above.