## 

DATE:

REQUESTOR’S NAME:

RECORDS REQUEST:

CASE # (IF KNOWN):

NAME OF SUSPECT/COMPLAINANT:

DOCUMENTS REQUESTED:

INSTRUCTIONS FOR DISTRIBUTION OF RECORDS:

MAILING ADDRESS:

EMAIL ADDRESS:

FAX NUMBER:

TO BE PICKED UP BY:

**EACH REQUEST IS $6.00**

You may fax this request to: Laurie Neustupa, Records Clerk, fax number: (903) 887-4288, email it to [openrecords@mabankpd.org](mailto:openrecords@mabankpd.org), complete it and leave it at the window in the lobby of the Mabank Police Department, Monday through Friday from 7:00 AM to 3:00 PM, or mail it to the Mabank Police Department at P.O. Box 293, Mabank, Texas 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.