



MABANK POLICE DEPARTMENT

129 E. Market Street, Mabank ,Texas 75147

Mailing: P.O. Box 293

Business: 903-887-8500

Fax: 903-887-4288

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, 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.

“Determined To Make A Difference”

www.mabankpd.org