

**BAYLOR UNIVERSITY POLICE
DEPARTMENT PUBLIC INFORMATION
REQUEST FORM**

One Bear Place
#97090 Waco, Texas
76798

Non-Emergency (254) 710-2211 Emergency (254) 710-2222 Fax (254) 710-3473
Open Records email address: openrecords@Baylor.edu

Under the Texas Public Information Act, a request for public information must ask for records or information already in existence. The Act does not require a governmental body to create new information, to do legal research, or to answer questions regarding the information provided.

****PLEASE PRINT****

TODAY'S DATE: _____

YOUR NAME: _____

BUSINESS OR AGENCY (ONLY IF REQUESTING FOR A BUSINESS OR AGENCY): _____

ADDRESS, CITY, STATE & ZIP: _____

CONTACT PHONE NUMBER & EMAIL ADDRESS: _____

Would you like the material sent to your email address above? Please circle response: YES NO (Note: We may not be able to email large files such as video/audio)

In releasing information, Baylor University Police Department must also comply with current laws that regulate the release of potentially sensitive and confidential information.

Please describe the records you are requesting. If possible, please include the report number, names with dates of birth, location, date of occurrence or time periods, and format of information requested.

Report Number: _____ Date of Occurrence: _____

- **If the information requested is unclear or if a large amount of information is requested, you may be contacted to discuss clarifying or narrowing your request.**
- **If the information cannot be produced within 10 business days, you will be notified in writing of the reasonable date and time when it will be available.**
- **If BUPD requests a ruling from the Office of the Attorney General regarding any information BUPD wishes to withhold, your request will be referred within 10 business days. The Office of the Attorney General must issue a decision no later than the 45th business day from the day after the Attorney General received the request for a decision.**
- **There may be charges associated with production of the requested information.**

Signature of Requestor