

Westworth Village Police Department Records Request

Requesting a copy of an **ACCIDENT** or **OFFENSE** report:

Requests must be made in writing (see attached form) which can be dropped off at the Westworth Village Police Department, 311 Burton Hill Rd, Westworth Village, TX 76114, faxed, emailed or mailed using the information below. Report requests are usually processed within (10) business days.

Cost for an accident report is \$6. There is no cost for an OFFENSE report. Payment must be made by cash, check, or money order. Cash payment requires exact change. A written request can be made by mail that includes the fee and a self-addressed, stamped envelope and should be mailed to: Westworth Village Police Department, Records Department, 311 Burton Hill RD Westworth Village, TX 76114. Call 817-710-2537 for more information.

There are instances where certain OFFENSE reports may not be released immediately or which may have redacted information. If the OFFENSE report is not readily releasable, somebody will notify you.

Email: rodom@cityofwestworth.com

Fax: 817-738-0535

We will mail or fax the request once the payment is received.

Make Checks or money orders payable to: Westworth Village PD

Westworth Village Police Department Records Request

Name: _____ DL# _____ State _____ DOB: _____

I hereby request the following records relating to the above named person or incident:

Record Requested:

- Accident/Incident Report # _____ Date _____ Location _____
 Other Record (must be specific)

Check the following applicable statement:

- I am the person named in the record sought.
 I am requesting the information on behalf of the current owner (*written authorization from record owner required*).
- For use in the normal course of business by a legitimate business or its agents, employees or contractors but only:
- a. To verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and
 - b. If such information as submitted is not correct, or no longer correct, to obtain the correct information for the sole purpose of preventing fraud, by pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
- For use in connection with a civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments or orders, or pursuant to an order of a Federal, State, or local court.
- For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting.
- For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a Federal, State, or local agency in carrying out its functions has obtained the express consent of the person to whom such personal information pertains
- For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals.

Westworth Village Police Department will maintain a copy of this request in accordance with Texas State Law. Report requests are processed within (10) business days.

I state under the penalty of perjury that the requested information is being solicited solely for the reason(s) checked above. I understand the personal information furnished is confidential under Federal and State laws and is being released to me only for the reason I have indicated above and that it is unlawful for me to furnish the information to any unauthorized person or entity or to be used for any unauthorized purpose.

Printed Name of Individual Making Request

Address of Individual Making Request

Signature of Individual Making Request

Phone # of Individual Making Request

Print Name of Company

Email and/or Fax # of Individual Making Request

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Processing Fee of \$6.00 PD by: Cash _____, Check# _____, or Money Order# _____

Westworth Village PD

311 Burton Hill RD Westworth Village, TX 76114

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