



# CITY OF LANCASTER, TEXAS APPLICATION FOR PUBLIC RECORDS



I, \_\_\_\_\_, do hereby request the following records  
Name of Requestor (PLEASE PRINT)  
of the City of Lancaster, Texas:

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\_\_\_\_\_  
SIGNATURE OF REQUESTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
EMAIL

**CHECK ALL THAT APPLY:**

- I request documents to be emailed.
- I request paper copies.
- I request an estimated cost for this request.
- I request to view documents at City Hall.
- I request a VHS/Cassette/CD.
- Report# \_\_\_\_\_

**If you are requesting an accident report please complete the checklist on page 2.**

A fee schedule is printed on page 3. Emailing or viewing the documents instead of requesting reproduction may reduce fees.

The Lancaster Police Department must obtain the following information in order to determine if you are entitled to a full and complete crash report in accordance with Texas Transportation Code 550.035(c)(4), effective 06/18/2015.

Persons or entities not listed under 550.065(c)(4) may only receive a crash report with redactions made in accordance with 550.065(f)(2).

Please Select which of the below listed items apply to you in relationship to the crash report you are requesting. Please be prepared to provide a valid government issued identification card, driver's license, and or other documentation:

- I am not requesting information on an accident.
- I am the driver or any other person involved in the accident.
- I am the authorized representative of any person involved in the accident.
- I am the employer, parent, or legal guardian of a driver involved in the accident.
- I am the owner of a vehicle or property damaged in the accident.
- I am a person who has established financial responsibility for a vehicle involved in the accident.
- I am currently a representative or employee of an insurance company that issued an insurance policy covering a vehicle or any person involved in the accident.
- I am current a person under contract to provide claims or underwriting information to a person or entity described in the preceding two items.
- I am currently a representative or employee of a radio station, television, or newspaper
- I am a person or entity who may sue because of death resulting from the accident.
- I do not fall within any of the above categories. I am requesting a redacted crash report.

\_\_\_\_\_  
Requestor's Signature of Receipt

\_\_\_\_\_  
Date

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**DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY.**

Cost: \_\_\_\_\_ Date request completed: \_\_\_\_\_

Date applicant notified: \_\_\_\_\_ Date request picked up: \_\_\_\_\_

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You may email the completed form to [records@lancaster-tx.com](mailto:records@lancaster-tx.com) or fax to (972) 218-2790. You may bring the form by Records Division or mail to City of Lancaster, Records Division at 1650 N. Dallas Avenue, Lancaster, Texas 75146.

For any questions, please contact Record's Office at (972) 218-2700.

## CITY OF LANCASTER FEE SCHEDULE

<b><u>SERVICE RENDERED</u></b>	<b><u>CHARGES</u></b>
1. Standard Paper Copy	\$0.10 per page
2. Nonstandard Copy:	
(A) Diskette	\$1.00
(B) Magnetic tape	Actual cost
(C) Data cartridge	Actual cost
(D) Tape cartridge	Actual cost
(E) Rewritable CD (CD-RW)	\$1.00
(F) Non-rewritable CD (CD-R)	\$1.00
(G) Digital video disc (DVD)	\$3.00
(H) JAZ drive	Actual cost
(I) Other electronic media	Actual cost
(J) VHS video cassette	\$2.50
(K) Audio cassette	\$1.00
(L) Oversize paper copy	\$.50
(M) Specialty paper (Mylar, Blueprint, Blueline, Map, Photographic)	Actual cost
3. Microfiche and Microfilm From master copy of Microfilm	Actual cost of reproduction \$0.10 per page
4. Computer Resource Charge	
Mainframe	\$10 per minute
Midsize	\$1.50 per minute
Client/Server	\$2.20 per clock hour
PC or LAN	\$1.00 per clock hour
5. Other Public Information Charges	
(A) Computer Programmer	\$28.50 per hour
(B) Personnel Charge (50 or more Pages)	\$15.00 per hour
(C) Overhead Charge (50 or more Pages)	20% of Personnel Charge
(D) Remote Document Retrieval Charge	Actual Cost
(E) Miscellaneous Supplies (labels, boxes)	Actual Cost
(F) Postage and Shipping Charge	Actual Cost
(G) Miscellaneous (credit card transaction fee)	Actual Cost
6. Certified or Attestation under City Seal	\$2.50
7. Police Department Accident Report	\$6.00