



**REQUEST FOR DISCLOSURE OF RECORDS**

200 N. 12th Street  
Corsicana, Tx 75110

**Isis Valdivia**  
903-654-4926

**Lucy Velazquez**  
903-654-4925

Fax: 903-654-4977  
[records@corsicanatx.gov](mailto:records@corsicanatx.gov)

Date of Request

\_\_\_\_\_

Person requesting information: \_\_\_\_\_

Representing firm or company: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax No. \_\_\_\_\_

Email address: \_\_\_\_\_

Description of requested records (Please be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

**APPROVAL FOR RELEASE OF RECORDS (To be completed by City)**

Routed to: \_\_\_\_\_ Date received: \_\_\_\_\_

Dept: \_\_\_\_\_

Action taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVAL MUST BE GIVEN BEFORE RELEASE

\_\_\_\_\_  
Assistant Chief of Police Date

\_\_\_\_\_  
Chief of Police Date

Please use this form to request records from the City of Corsicana. Requests for police records are to be submitted to the Police Department, Attn: Police Records Clerk. In accordance with the Public Information Act, records will be provided within 10 business days unless considered confidential by law. Every effort is made to expedite all requests for disclosure of public records; however, due to personnel demands and schedules, there are instances when the disclosure of records may take the full amount of time allowed by law. There is a charge for copies of public records. A copy of the City's fee schedule is available upon request.