

Dallas College
Request for Disclosure of Public Information

Requests for police and other public records will need to be submitted in writing by mail, fax, email, or in person to Dallas College Administrative Office, Legal Department; 1601 Botham Jean Boulevard, Dallas, Texas, 75215-1816, **Attn: Luz Aguilar**, DCLegal@dallascollege.edu, direct: (214) 378-1703; fax: (214) 378-1730.

PLEASE PRINT/FILL OUT ALL INFORMATION

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Please provide detailed description and date of requested record(s); Incident Report # (if applicable): _____

(Check One)

- ☐ (a) I request paper copies via U.S. Mail (at Mailing Address listed above)
- ☐ (b) I request paper copies via Fax #: _____
- ☐ (c) I request copies via email: _____
- ☐ (d) I request to view at Administrative Office, 1601 Botham Jean Blvd. Dallas, TX 75215
- ☐ (e) Other (Please explain in detail) _____

In accordance with the Public Information Act, records will be provided within 10 business days unless considered confidential by law. I also understand there may be a charge for copies under the Act.

Signature of Requestor Date of Request Date Received

For Completion by Legal Department Only

Date Received: _____ Clarified by Requestor: _____

Date Disclosed to Requestor: _____ Via email ☐, Via U.S. Mail ☐, Other ☐

Fees (if any) _____

Requires Ruling from Attorney General: Yes ☐, No ☐ Date Submitted to Attorney General: _____
Attorney General Opinion received on: _____

Comments: _____

