

2617 N. Guadalupe St.
Seguin, Texas 78155
(830) 379-1224
(830) 303-5241 Metro
(830) 372-1000 Fax



**GUADALUPE COUNTY SHERIFF'S OFFICE
PUBLIC INFORMATION REQUEST**

Copies of Reports \$5.00 FEE PER REPORT (\$0.10 per page after 10)
Copies of Recordings \$75.00 Fee
Research/Assembling \$25.00 per hour
IN PERSON: CASH & EXACT CHANGE ONLY BY
MAIL: * **DO NOT** SEND CASH MONEY ORDER OR
CASHIERS CHECK ONLY
NOT ACCEPTED PERSONAL CHECKS

THE TEXAS PUBLIC INFORMATION ACT requires the Guadalupe County Sheriff's Office respond to your request within ten (10) working days.

VALID PHOTO ID REQUIRED
IN PERSON: PRESENT TO CLERK
BY MAIL: SEND COPY OF ID

Name of Person Requesting Information: _____
(Please Print Your Name) Clerk will need to see valid photo ID

Address: _____

City _____ State _____ Zip _____

Telephone Number: _____ Email: _____

PLEASE INDICATE TYPE OF REPORT

☐ **THEFT** ☐ **FIRE** ☐ **OTHER** **Guadalupe County Sheriff's Office Report # (if known):** _____
If you do not give a CASE #, you must provide ALL information below

Date: _____ (when incident happened) **Person(s) involved in Incident**  Several reports FROM: _____ TO: _____
DATE DATE

First Name _____ Last Name _____

First Name _____ Last Name _____

Location where incident happened

Address: _____

City _____ State _____ ZipCode _____

Additional Information:

☐ **VEHICLE ACCIDENT** (Obtain information from Crash Records Information System (C.R.I.S) from TXDOT)
<https://cris.dot.state.tx.us/public/Purchase/app/home>

Signature of Person Requesting Information **Date** _____

FOR OFFICE USE ONLY

APPROVED : _____ **DATE** _____

DECLINED : _____ **DATE:** _____

COMMENTS:

Receipt# _____ Clerk _____ Pick up _____ Mailed _____ Fax _____