



# ORANGE COUNTY SHERIFF'S OFFICE

P. O. Box 1468 • Orange, TX 77631-1468  
Orange Office (409) 883-2612 • Vidor Office (409) 769-6391  
lmooney@co.orange.tx.us • www.ocsheriffsoffice.com



Sheriff's Association  
of Texas Member

**JIMMY LANE MOONEY**  
SHERIFF

**MARK DUBOIS**  
CHIEF DEPUTY

## REQUEST FOR RECORDS

**(All requests will be processed in the order received, and in compliance with the time limits set forth in Government Code Chapter 552, Subchapter E, and Section 1701.662, Texas Occupations Code.)**

Requestor's Name: \_\_\_\_\_ Date Requested: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

SS#: \_\_\_\_\_ DOB: \_\_\_\_\_ Email Address: \_\_\_\_\_

Other Names/Date of Birth \_\_\_\_\_

### RECORDS BEING REQUESTED (select all that apply):

\_\_\_ Criminal Background Check/Criminal History Report **(\$15 fee exact charge)**

\_\_\_ Digital recordings (Dashcam/9-1-1 calls) **(\$10 fee exact charge)**

*\* For Body-Worn Recordings, Use Separate Form*

\_\_\_ Offense/Incident/Police Report **(No charge)**

Offense Date: \_\_\_\_\_ Case Number: \_\_\_\_\_

Offense Type: \_\_\_\_\_

\_\_\_ Letter of Incarceration (Book in/out date and offense) **(No charge)**

\_\_\_ Incarceration Photo (Proof of Identity) **(No charge)**

**(Customer will have to sign a statement confirming they are the person in photo. Seal can be affixed to documents to validate authenticity of photo.)**

**A copy of your driver license/state ID is required for verification purposes.**

Please select how you wish to receive the materials (check only one):

\_\_\_ Pick Up      \_\_\_ Email

TOTAL: \_\_\_\_\_