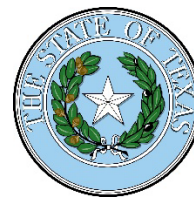




ORANGE COUNTY SHERIFF'S OFFICE
P. O. Box 1468 • Orange, TX 77631-1468
Orange Office (409) 883-2612 • Vidor Office (409) 769-6391
sorecords@co.orange.tx.us • www.ocsheriffsoffice.com



Bobby Smith
SHERIFF

Richard Howard
CHIEF DEPUTY

OPEN RECORDS REQUEST FORM

(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.)

Today's date: _____ Requestor's Name: _____
(PRINT FIRST AND LAST NAME)

Email Address: _____ Phone Number: _____

Address: _____
(Street) (City) (State) (Zip)

Name of Persons Involved and date of birth: (if other than the Requester listed above)

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

RECORDS BEING REQUESTED (select all that apply):

_____ Local Records Check (\$15.00 fee exact change)

_____ Digital recordings (Dashcam/Bodycam) (\$10.00 fee exact change)

*For Body-Worn Recordings, Use Separate Form

_____ Letter of Incarceration (Book in/out date and offense) _____

_____ Incarceration Photo (Proof of Identity) (No charge)

_____ Offense/Incident/Police Report/CAD Report (No charge)

Offense Date: _____ Case Number: _____

Offense Location: _____

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

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

_____ Pick-up _____ Email

For office use only:

TOTAL: _____

RECEIPT #: _____