



ORANGE COUNTY SHERIFF'S OFFICE
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Bobby Smith
SHERIFF

Richard Howard
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 change)

_____ Digital recordings (Dashcam/9-1-1 calls) (\$10 fee exact change)

* 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: _____