



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



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: _____