



MADISON COUNTY SHERIFF'S OFFICE



Sheriff Bobby Adams

2005 E. MAIN ST. - MADISONVILLE, TEXAS 77864
PHONE # (936) 348-2755 / FAX # (936) 348-3763

OPEN RECORDS REQUEST

Requestor's Information:

Today's Date: _____/_____/_____

Name of Requestor: _____

Phone Number: _____

Complete Mailing Address: _____

I am requesting the following information pursuant of the Open Government Statutes in Texas: Agency Case Number: _____

I understand that if the incident about which I have requested information is pending litigation I will receive only the portion that is required to be released. I understand the Madison County Sheriff's Office has ten (10) business days to process my request. I understand that in lieu of releasing the information, the Madison County Sheriff's Office may request an opinion from the Office of the Attorney General.

I understand that the information will not be given out over the phone. I understand that I will be notified by phone, mail and/or email when my request is completed, along with the cost for information. I understand that the results will only be help for ten (10) business days after notification. I understand that if I fail to claim the completed request prior to the expiration of the ten (10) business days, I must subsequently request the information.

Signature of Requestor

Date

FOR OFFICE USE ONLY

DATE RECEIVED: _____

RECEIVED BY: _____

DATE NOTIFIED: _____