

OPEN RECORDS REQUEST FORM

COOKE COUNTY SHERIFF'S OFFICE
300 COUNTY ROAD 451
GAINESVILLE, TEXAS 76240

(940)665-3471 PHONE
(940)668-3255 FAX
EMAIL: records@co.cooke.tx.us

DATE OF REQUEST: _____

REQUESTOR'S INFORMATION:

NAME: _____

PHONE NUMBER :_(_____) _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

- ✓ **WE DO NOT HAVE COURT RECORDS (PLEASE REQUEST COURT RECORDS FROM THE COURT CLERKS)**
- ✓ **OUR AGENCY DOES NOT WORK MOTOR VEHICLE ACCIDENTS, THOSE WILL BE WITH TX DEPARTMENT OF PUBLIC SAFETY**

PLEASE CHECK A BOX BELOW:

___ **OFFENSE REPORT-** (Reports that have been filed regarding an incident)

CASE, INCIDENT NUMBERS OR OTHER INFO: _____

___ **ARREST REPORT-** (Book in/release sheet; shows charges and date in/out)

___ **CALL SHEETS-** (Calls of service)

ADDRESS, STREET NAME or LOCATION OF CALL _____

___ **LETTER OF CLEARANCE** (Check and clearance of incarceration etc.)

___ **PROOF OF INCARCERATION** (Letter providing incarceration/release dates ONLY)

NAME OF PERSON/IDENTIFYING INFO (DOB) _____

DATE RANGE TO CHECK _____

ANY OTHER INFORMATION TO HELP LOCATE RECORDS:

PLEASE INDICATE HOW YOU WOULD LIKE RECORD RETURNED: (CIRCLE ONE):
EMAIL FAX MAIL CALL WHEN READY FOR PICKUP

Please Note: If the information requested is unclear or if a large amount of information is requested you may be contacted to discuss clarifying or narrowing your request. There may be charges associated with production of the requested information.