



# PUBLIC RECORDS REQUEST

**ALL REQUESTS MUST BE IN WRITING AND DIRECTED TO THE CITY SECRETARY'S OFFICE BY E-MAIL TO [jana.lewellen@robinsontexas.org](mailto:jana.lewellen@robinsontexas.org); OR FAX 254-662-1035; OR BY MAIL OR IN PERSON TO 111 W LYNDALE AVE, ROBINSON, TEXAS 76706.**

*Todas las solicitudes deben presentarse por escrito y dirigido a la oficina del secretario de la ciudad o por e-mail [jana.lewellen@robinsontexas.org](mailto:jana.lewellen@robinsontexas.org); o por fax 254-662-1035, o por correo o en persona 111 W Lyndale Ave, Robinson, Texas 76706.*

NAME OF REQUESTER (*Nombre del solicitante*): \_\_\_\_\_

MAILING ADDRESS (*Dirección postal*): \_\_\_\_\_

TELEPHONE AND/OR FAX NO. (*Teléfono y/o Fax N°*): \_\_\_\_\_

E-MAIL ADDRESS (*Dirección de correo electrónico*): \_\_\_\_\_

SIGNATURE OF REQUESTER (*Firma del solicitante*): \_\_\_\_\_

DATE (*Fecha*): \_\_\_\_\_

Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of the City of Robinson, Texas: (*De conformidad con la Ley de Información Pública, el Código del Gobierno de Texas, Sección 552, solicito la siguiente información actualmente existentes en los registros de la ciudad de Robinson, Texas:*)

List information as specifically as possible, including names, dates and case numbers, if known. Attach a separate sheet to this form if necessary. **\*\*If requesting an ACCIDENT/CRASH Report, please complete page 2 of this request form.** (*Información de la lista lo más concretamente posible, incluyendo nombres, fechas y números de casos, si se conoce. Adjunte una hoja separada para este formulario si es necesario. \*\*Si solicita un accidente/CRASH Informe, por favor complete la página 2 de este formulario de solicitud*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (Check one) A.  I request copies (charged per TAC guidelines) (*Yo solicito de copias (cargada por TAC directrices)*)  
(Marque Uno) B.  I request only to view records at City Hall (*Yo solicito sólo para ver los registros en el Ayuntamiento*)

**In making this request, I understand the City is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released only in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I further understand the information will be promptly released or the requestor will be notified in writing within 10 days after the request is submitted.** (*Al formular esta petición, entiendo que la ciudad no tiene la obligación de crear un documento para satisfacer mi petición o para cumplir con una solicitud de información permanente. Yo entiendo que la información será liberado sólo en conformidad con la Ley de Información Pública, lo que puede requerir una decisión en cuanto a la confidencialidad por el Procurador General de Texas antes de la liberación. Además, entiendo la información será puesto en libertad de inmediato o el solicitante será notificado por escrito dentro de los 10 días después del envío de la solicitud.*)

**City Use Only:**

Date received: \_\_\_\_\_ Employee receiving information: \_\_\_\_\_

Date/Dept. forwarded to, if applicable: \_\_\_\_\_

Date released: \_\_\_\_\_ Amount charged: \_\_\_\_\_

Miscellaneous comments/instructions: \_\_\_\_\_



ACCIDENT REPORT REQUEST
Reporte de accidente solicitar

Texas Transportation Code §550.065(c)(4) limits the release of a crash report to any person directly concerned in the accident or having a proper interest therein. Please provide photo identification and any supporting documentation to verify your status as a qualified individual.

By signing below, I certify that I meet the requirements of Texas Transportation Code §550.065(c)(4), and am authorized by law to obtain a copy of the requested crash report based on the following qualification:

- A person involved in the accident (Una persona involucrada en el accidente)
The authorized representative of any person involved in the accident (El representante autorizado de cualquier persona involucrada en el accidente)
A driver involved in the accident (Un conductor implicado en el accidente)
An employer, parent, or legal guardian of a driver involved in the accident (Un empleador, padre o tutor legal de un conductor implicado en el accidente)
The owner of a vehicle or property damaged in the accident (El propietario de un vehículo o propiedad dañada en el accidente)
A person who has established financial responsibility for a vehicle involved in the accident in a manner described in Section 601.051, including a policyholder of a motor vehicle liability insurance policy covering the vehicle
An insurance company that issued an insurance policy covering a vehicle involved in the accident
An insurance company that issued an insurance policy covering any person involved in the accident
A person under contract to provide claims or underwriting information to a person
A radio or television station that holds a license issued by the Federal Communications Commission
A newspaper that is a free newspaper of general circulation or qualified under Section 2051.044, Government Code, to publish legal notices, published at least once a week, and available and of interest to the general public in connection with the dissemination of news
A person who may sue because of death resulting from the accident

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Providing false information on this governmental record is a violation of Texas Penal Code §37.10 and could result in criminal penalties. Proporcionar información falsa sobre este registro gubernamental es una violación del Código Penal de Texas § 37,10 y podría resultar en sanciones penales.

In the 84th R legislative session (2015), §550.065 was amended. Previously, the law stated that a governmental entity could release an accident report to anyone that could provide two or more of the following: 1) the date of the accident, 2) the specific address of the highway or street where the accident occurred; or 3) the name of any person involved in the accident.