



# Open Records Request Form

## Collin County Sheriff's Office

SHERIFF'S OFFICE (972) 547-5100 FAX (972) 547-5304

- ✓ A \$5.00 search fee will be charged to perform a search if the offense number, call for service number and/or jailing date you are requesting is not provided on your request.
- ✓ Please allow up to 10 business days for your request to be completed.

You may submit your request by any of the following:

Email request to: <b>ccsoopenrecords@collincountytexas.gov</b>	Deliver in person or by U.S. mail to: <b>4300 Community Avenue, McKinney, TX 75071</b>
Date Request Submitted:	
Your Name:	
Your Email Address (printed out):	
Your Phone Number:	
Your Address:	
City: _____ State: _____ Zip: _____	

**Check the Type of Sheriff's Office Records You are Requesting:**

**WE DO NOT HAVE COURT RECORDS:** Please request court records with the Court Clerks

Incident Report (theft reports, etc.) \$5 each _____	Dispatch Incident Log \$3 each _____
Jail Charge Face Sheet (per confinement) \$1 each _____	Crash Report \$6 each _____

Name of Person To Be Searched:
Date of Birth of Person to be Searched (if known):
Address or Location of Incident Requested:
Date of Incident or Jailing:
Case, Incident, or Event ID Number (if known):
Any other information:

**Payment Type Accepted:** Cashier Check, Money Order, Personal Check or Cash \*WE DO NOT ACCEPT TEMPORARY CHECKS

<b><u>Date Documents Picked Up:</u></b>	
Requested Documents Received By:	Date:

**Special Note – The Collin County Sheriff's Office dispatches for other agencies in Collin County. We will only have the dispatch records for our agency. If an agency other than the Collin County Sheriff's Office responded to the incident, you will need to contact that agency to get a copy of their records. We do not have records for other agencies.**