



NAVARRO COUNTY SHERIFF'S OFFICE

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OPEN RECORDS REQUEST FORM

Date Submitted: _____ Name of Requestor: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Describe in detail (be specific) the public records you are requesting:

Indicate Preferred Method of Delivery:

- U.S. Mail
- Fax Copies (10 pages or less)
- Email Copies (based on allowable size limit)
- Call for Pick-up or In-Person Review

Office Use Only

Date Received: _____ Date Processed: _____

Processing Fees:

Hour(s) _____ x Hourly Rate: \$15.00 Total \$ _____

Copies _____ x Rate: \$0.10 each Total \$ _____

CD/DVDs _____ x Rate: \$1.00 each Total \$ _____

Postage _____ x Rate: \$ _____ Total \$ _____

Total Due \$ _____ Paid _____

Release of Information and Fees Assessment Approved by _____

Information/ Documents Received by _____