



Southern Methodist University  
Police Department  
**Public Information Request Form**

Requestors Name (Last, first, middle initial)	Identification (Optional) DL, SMU ID
Street address, City, ST, ZIP Code	
Primary phone number   Other phone number	Email address

**Note:** The Public Information Act is very lenient in what it considers publication information; however, the “Act” does not require nor does time permit this office to do general research, so please be as specific as possible in your request.

In disseminating information, SMU must also comply with current laws that regulate the release of potentially sensitive and confidential information.

- ✓ **If the information cannot be produced within 10 business days the Public Information Officer will notify you in writing of the reasonable date and time when it will be available.**
- ✓ **If SMU requests a ruling from the Office of the Attorney General regarding any information SMU wishes to withhold, your request will be referred within 10 business days. The Office of the Attorney General must issue a decision no later than the 45<sup>th</sup> business day from the day after the attorney general received the request for a decision.**

**Please describe the records you are requesting. If possible, please include report number (incident/arrest/accident, etc.), names with dates of birth, location, date of occurrence or time periods, and type of document requested.**

Report Number: \_\_\_\_\_ Date of Occurrence: \_\_\_\_\_

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

**For Administrative Use Only:**

Records Officer Signature \_\_\_\_\_ Date Received \_\_\_\_\_

Date forwarded to: SMU Attorney \_\_\_\_\_ A.G. \_\_\_\_\_ Released/denied: \_\_\_\_\_

<p>Open Records request must be made in writing. They may be submitted by:  <b>Fax:</b> 214-768-4126                      <b>Email:</b> <a href="mailto:publicinformation@smu.edu">publicinformation@smu.edu</a>  <b>Mail or hand-carried:</b> 3128 Dyer Street, Suite 212, Dallas TX 75205</p>
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