



THE COLONY POLICE DEPARTMENT CRASH REPORT REQUEST



Date: _____

Copy of Police-Officer's Crash Report

\$6.00

1. Date and time (if known) of accident _____ <i>(Fecha y hora)</i>		
2. Location of accident (as specific as possible) _____ <i>(Dirección de accidente)</i>		
3. Name of any person involved: _____ <i>(Nombre de la persona involucrada)</i>		
Report number: _____ (if known) <i>(Número de reporte)</i>		
Transportation Code Sec. 550.065 requires identification of the requestor:		
Name of person requesting report: _____ <i>(Su nombre)</i> Please print <i>(Por favor, escriba)</i>		
Phone number of person requesting report: _____ <i>(Su numero del telefono)</i>		
<input type="checkbox"/> Driver	<input type="checkbox"/> Pedestrian	<input type="checkbox"/> Pedalcyclist
<input type="checkbox"/> Passenger	<input type="checkbox"/> Employer of driver	<input type="checkbox"/> Parent / legal guardian of driver
<input type="checkbox"/> Owner of vehicle or property damaged	<input type="checkbox"/> Policyholder of vehicle	<input type="checkbox"/> Insurance company of vehicle or person involved
<input type="checkbox"/> Courier service for insurance company	<input type="checkbox"/> Radio / television station (FCC licensed)	<input type="checkbox"/> Newspaper (qualified to Publish legal notices)
<input type="checkbox"/> Legal representative of:		<input type="checkbox"/> Other (will receive redacted Report)

The Colony Police Department adheres to the requirements of the Chapter 550 of the Texas Transportation Code regarding the release of crash report information and any fees charged. Upon request, The Colony PD Records Department can provide you with a copy of the Texas Transportation Code requirements. If you have additional questions, please speak with a Supervisor.

Pursuant to Sec. 550.065 "Release of Certain Information Relating to Accidents"

To obtain a copy of a Crash Report:

1. Request is made in writing
2. Requestor provides Agency with required identification
3. The fee for a copy of an accident report is \$6
4. Certification of the accident report is an additional fee of \$2

WARNING: Under Section 730.015 of the Transportation Code, a person who requests the disclosure of personal information from an agency's records under this chapter and misrepresents the person's identity or who makes a false statement to the agency on an application required by the agency under this chapter commits a Class A misdemeanor.

Signature of Requestor: _____

Records Department Use Only:		
Date Received:	By:	Date gave to requestor:
Receipt #	Staff Comments:	
Logged in:		

BILLING FORM

I.	STANDARD PAPER COPY (up to and including 8 ½"x14") reproduced by copier or computer printer		
A.	50 pages or less of readily available Information	_____ at 10¢ per page	\$ _____
B.	50 pages or more of readily available Information subject to personnel and Overhead charges (both sides)	_____ at 10¢ per page	\$ _____
II.	OFF-SITE RECORDS		
	Actual cost to the City for retrieval		\$ _____
III.	PERSONNEL COSTS		
	Allowable hourly rate (not charged for 50 pages or less of readily Available information)	_____ at \$15.00/hr.	\$ _____
IV.	OVERHEAD COSTS		
	Calculated at 20% of the personnel costs (not charged for 50 pages or less of readily Available information)	_____ at x 20%	\$ _____
V.	POSTAL CHARGES	Actual cost	\$ _____
VI.	NON-STANDARD COPY		
A.	CD	_____ at \$1.00 each	\$ _____
B.	Oversized paper copy (11x17;green bar)	_____ at 50¢ each	\$ _____
C.	DVD	_____ at \$3.00 each	\$ _____
D.	Body Cam Video	_____ at \$10.00 each	\$ _____
X.	MISCELLANEOUS SUPPLIES	_____ Actual cost	\$ _____
	TOTAL CHARGES (Transaction Code 702)		\$ _____

WAIVER

The City of The Colony reserves the right to waive fees for the cost of a copy or copies requested by a city official, city employee, or other governing entities (local, state, or federal). The City of The Colony reserves the right to waive fees for the cost of a copy or copies in an amount less than \$1.00.

PLEASE NOTE:

A deposit SHALL be required from anyone requesting more than copies for which the estimated cost is \$100.00 or more. The amount of the deposit shall not exceed the estimated actual cost of the copies themselves.