

CRIMINAL HISTORY REQUEST LETTER

I would like to order a report of all my criminal history records, if any, that are in the files of the Texas Department of Public Safety. I understand that such records will include arrests and convictions for misdemeanors and felonies (if any), as well as any probation or paroles. My name and other relevant information are set forth below: (PLEASE PRINT)

LAST	FIRST	MIDDLE
FULL NAME:		
OTHER NAMES USED:		
SEX: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	RACE	DATE OF BIRTH:
SOCIAL SECURITY NUMBER:		PLACE OF BIRTH:
		DRIVER LICENSE # (IF ANY) & STATE:
ADDRESS SHOWN ON DRIVERS LICENSE:		
ADDRESS OF CURRENT RESIDENCE:		
TELEPHONE NUMBERS (IF ANY): HOME ()		WORK ()

I am enclosing a set of my fingerprints that were taken on _____, 20_____, by _____(name of person taking fingerprints) with _____(name of Police Dept. or Sheriff Dept.) in _____(City), Texas.
--

I request that you mail my complete criminal history record, if any, to the person and address stated below. I authorize such person to receive a copy of my complete criminal history record, if any.

LARRY MCRAE, FIRE CHIEF
MOUNT PLEASANT FIRE DEPARTMENT
P.O. BOX 328
MOUNT PLEASANT, TX 75456-0328

This request is being made pursuant to Article 6252-17a, Section 3B of the Texas Open Records Act which grants all citizens a special right of access to confidential information on themselves in state government files.

 (SIGNATURE OF PERSON WHOSE CRIMINAL HISTORY IS REQUESTED) (DATE OF SIGNATURE)

NOTE: Complete and return this form with your application to the Fire Station. An appointment will be made for the applicant to go to the Mt. Pleasant Police Dept. to be fingerprinted.