



CITY OF NAVASOTA MUNICIPAL COURT

200 E. McAlpine St. / P.O. Box 910, Navasota, TX 77868

Phone: 936-825-6268 Fax: 936-825-7280

www.NavasotaTX.gov.

REQUEST COURT RECORDS

Public Information Request

Pursuant to Chapter 552 of the Texas Government Code

To obtain copies of incident/police reports, please contact the [Navasota Police Department Public Information Division](#)

Requestor's Information:

Name: _____
Please Print: First MI Last

Organization: _____

Phone Number Fax Number E-mail Address

Mailing Address (include apt.#) City State Zip

Information Requested*

The following are **required fields**. Open records requests submitted without this information may yield incomplete information.

Defendant's Information:

*Name: _____
Please Print: First MI Last

Driver's License Number _____ * Date of Birth: ____/____/____
Month Date Year

* Mailing Address (include apt.#) City State Zip

*Description of Search: _____

Date(s) of citations (only last 5 years available): _____

The costs for these documents are assessed according to the guidelines established by the General Service Commission of the State of Texas. Open Records request may be made by fax, email, mail and in person. However, a response can only be made with full payment by cashier's check or money order.

"By submitting this form, I am requesting the information described above. I have given the specifics as to what information I am looking for. I understand that some documents are subject to non-disclosure under the Texas Government Code, Public Information Act Chapter 552 and other related laws. I further understand that there is a fee charged per request to cover the cost of reproduction. I will collect the available records within 30 calendar days of the date I am notified of their availability: after 30 days, the records will be destroyed and I will be required to file a new request."

Signature: _____ Date: _____

-----For Office Use Only-----

Date Received: _____ Date Due (10 working days): _____

Payment Received: _____ Date Released/Mailed: _____