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 45th 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: _____

_____

_____

_____

_____

Signature _____ Date _____

For Administrative Use Only:

Records Officer Signature _____ Date Received _____

Date forwarded to: SMU Attorney_____A.G._____Released/denied: _____

Open Records request must be made in writing. They may be submitted by:
Fax: 214-768-4126 **Email:** publicinformation@smu.edu
Mail or hand-carried: 3128 Dyer Street, Suite 212, Dallas TX 75205

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