TRAVIS COUNTY EMERGENCY SERVICE DISTRICT NO. 12

PO BOX 846 / 11200 Gregg Lane
Manor, TX 78653
Office: 512-272-4502 Fax: 512-428-5114 www.tcesd12.com

INCIDENT RECORD REQUEST

Mail-in ONLY ***(for mailing purposes: USPS - PO Box 846 UPS/FedEx - 11200 Gregg Ln.)***
Fee: $15.00 check *to be attached to this Record Request (no cash and no charge availability at this time)*

Date of Request:	
Name of Requesting Party:	
Relationship of requesting party to the incident: ex. property owner, insurance company, person involved in incident, etc.	
Date of Incident:	
Approximate time of incident:	
Location of incident:	
Nature of Incident:	
Your Contact Info: Cell:	
Alternate number:	
Email:	
Mailing Address:	
Print Name:	
Signature:	

Relationship of the Freedom of Information Act to the Privacy Act - *The Freedom of Information Act (FOIA) and the Privacy Act both deal with the disclosure of information held by the Federal Government. The FOIA generally gives the public the right to inspect their government's records but has exemptions which permit the withholding of certain limited classes of records, including records which would cause a clearly unwarranted invasion of personal privacy if disclosed.*

For TCESD 12 Only:

Date received: _____

Date returned: _____ **Returned by:** _____

Method: ☐ **Email** ☐ **Mail** ☐ **Certified Mail** ☐ **In person** _____
Signature of recipient