



Dallas County Marshals Service

Police, Safety and Security Services

Service First, always.

The Texas Public Information Act, Chapter 552 of the Texas Government Code (the “PIA”), gives the public the right to access government records that are collected, assembled, and maintained by governmental bodies. The Officer for Public Information shall promptly produce public information for inspection, duplication, or both, upon written request. Certain exceptions may apply to the disclosure of the information. Within a reasonable time frame, governmental bodies shall release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

For police reports related to a pending criminal prosecution, the County can object to release of the report. However, except for cases involving a minor, the public portion of the report may be released. The public portion of a report includes:

- a. The basic information of the arrested person(s)
- b. The basic information of the victim/complainant/reporting person
- c. The basic narrative

The public portion of a report (in most cases) **does not** include:

- a. The date of birth, phone number, and personal information of an arrested person.
- b. Any details of a suspected person(s) (a person that was not arrested).
- c. Any other details of the victim/complainant/reporting person other than their name, age, and description.
- d. Any details of any witnesses.

To submit a request for information to the Dallas County Marshals Service:

Dallas County has transitioned to GovQA, a web-based public records management platform for handling public information requests. Requests to county departments can now be submitted and tracked via the GovQA Public Records Center found at the following link:

[https://dallascountytexas.govqa.us/WEBAPP/_rs/\(S\(y5v1ksxb011auow0bcg4vhkj\)\)/SupportHome.aspx](https://dallascountytexas.govqa.us/WEBAPP/_rs/(S(y5v1ksxb011auow0bcg4vhkj))/SupportHome.aspx)

Choose option “Submit a Request to a Dallas County Department” and then, select **Marshal Service/ Building Security**.

By signing my name below, I certify that I have read and understand the above information. At this time, I am requesting the: (public / non-public) portion of the report. (Check or mark a box)

Signature: _____

Please fill out the below listed information, print clearly, and include as much information as possible to ensure this request is processed efficiently:

1. Date of Request:

2. Name of the Requestor:

3. Send the information to me by: Email / US Mail / I Will Pick Up (**Circle One**)

4. Requestor's Email Address:

5. Requestor's Address:

City: _____ State: _____ Zip Code: _____

6. Requestor's Phone:

7. Requestor's Company Name (If Applicable):

8. I Want: an Offense Report / a Traffic Accident Report (**Circle All that Apply**)

9. **DCMS Case Number:**

(This is usually provided by an DCMS Officer on a business card on the day of incident. Providing this information will greatly expedite your request).

10. Date of the Incident:

11. Approximate Time of the Incident: ____:____ am/pm (**Circle one**)

12. Name and Date of Birth of Complainant, Victim or Drivers Involved:

13. The Address, Block or Intersection of Where the Police were Dispatched to:

14. The Phone Number Used to Dial 911 (If Applicable):

15. If the information you want is not listed as an option, please give a detailed description of the information that you seek:
