



Open Records Request Clay County Sheriff's Office



Phone: 940.538.5611

Please allow up to ten (10) business for a response for your request.

*****Open Records Requests may be delayed during COVID-19 and may result in 14 business days to respond*****

You may submit your request by any of the following:

Email request to: ClayCountyORR@co.clay.tx.us		Deliver in person or by US Mail: 215 W. Gilbert, Henrietta TX 76365
Date request submitted:		
Your name:		
Your email address:		
Your phone number:		
Your address:		
City:	State:	Zip:

Please include a copy of a government issued picture ID.

Type of record requested: (We do not have Court records. Please contact the Court of Jurisdiction)

<input type="checkbox"/> Incident/offense report	<input type="checkbox"/> Call for service
<input type="checkbox"/> Jail face sheet	<input type="checkbox"/> Other _____

Information to locate request:

Name(s) of related persons	
Date of birth	
Location of incident	
Date of incident and/or arrest	
Case or Incident number	
Other information	

Payment type accepted: Cash, Cashier's Check, Money Order, personal check.

Date requested information picked up	
Picked up by:	Date picked up:

I understand that the Clay County Sheriff's Office may withhold information which is not considered public information under the Texas Open Records Act, accompanying Attorney General Opinions and Case Law. I also understand that the Clay County Sheriff's Office is required to release only those documents that exist, in their current state, and that Clay County is not required to compile or create specific information or formats for my use nor answer questions.

Signature required _____ Date _____