



Captain Doug Avery  
CRC Commander  
Avery@txkusa.org

## Bi State Criminal Justice Center Central Records and Communications

*“Advancing the missions of the Texarkana Police Department, the Texarkana Fire Department & the Bowie County Sheriff’s Department”*

100 North State Line Avenue, Box 15  
Texarkana, USA 75501-5666  
(903) 798-3181 Fax: (903) 793-3664

### REQUEST FOR POLICE REPORT

\$5 Per Report \$10 Per Certified Copy

**Requestor:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ **Time:** \_\_\_\_\_

---

**Report Case Number:** \_\_\_\_\_ **Type:** [  ] Offense [  ] Arrest [  ] Call Sheet

---

**If report case number is unknown, please complete this section.**

**Victim (Offense):** Last: \_\_\_\_\_ First: \_\_\_\_\_

**Arrestee (Arrest):** Last: \_\_\_\_\_ First: \_\_\_\_\_

**Address of Incident:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_ **Time:** \_\_\_\_\_

---

### REQUEST FOR AUDIO RECORDING

Available only for 61 days from date of call.

Payment due upon receipt of recording.

**Date of Call:** \_\_\_\_\_ **Time of Call:** \_\_\_\_\_

**Location of Caller:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_

**Type of Incident (Theft, Accident, etc.):** \_\_\_\_\_

**Phone number of recording (911, Non-Emergency, etc.):** \_\_\_\_\_

**Number of calls made during incident:** [  ] Single [  ] Multiple **(Please Check One)**

**Dates and times for multiple calls:** \_\_\_\_\_

---

### Department Use Only

Records Specialist:	Receipt #:	Amount: \$
Date Received:	Time Received:	
Date Completed:	Time Completed:	