



PUBLIC INFORMATION REQUEST FORM

Public Information Act, Government Code Section 552.301 requires all public information requests to be made in writing.

Government Code Section 552.221(a); public information requests must be processed within ten (10) business days of their receipt, if documents are available.

Date Request Made: _____

Printed Name of Requestor: _____

Signature of Requestor: _____

Address of Requestor: _____

Phone Number: _____

E-mail address: _____

Items Requested: _____

*****DO NOT WRITE BELOW THIS LINE*****

Fees: _____

Request Processed By: _____

Date Processed: _____

Received By: _____