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| For Office Use Only | |
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**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.

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| Date Request Made: | |  |
| Printed Name of Requestor: | |  |
| Signature of Requestor: | |  |
| Address of Requestor: | |  |
| Phone Number: | |  |
| E-mail address: | |  |
| Items Requested: | |  |
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| Fees: |  | |
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| |  | | --- | |  |   Request Processed By: | |  |
| Date Processed: | |  |
| Received By: | |  |