APPLICATION FOR INFORMATION UNDER TEXAS PUBLIC INFORMATION ACT

Printed Name of Applicant: _________________________________________________________________

Address: _________________________________________________________________________________

Phone # (optional):________________________ Email Address: ___________________________________

DOB: ________________________ Drivers License: _____________________________________________

Date of Request: _______________________ Cause Number(s): ___________________________________

Please describe below the documents you request a copy of or attach separate request to this form. Please be advised that copying records that are voluminous or not readily available may require additional cost:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Do you want these copies certified? If yes, please note that the cost for certified copies is $2.00 for the first page and $.25 for each additional. ____Yes ____ No

________________________________________
Applicant’s Signature

(Public Information Officer to complete upon receipt of request for public information)

Request Approved by: ________________________________ Date: _________________

Amount required to cover the cost of certified copy records: _________________________

Amount required to cover the cost of copying records that are voluminous or not readily accessible: _________________

(Certain exceptions to disclosure exist under the Texas Public Information Act to protect against the disclosure of non-public information. If it appears that an exception to the disclosure of such records exist, an opinion will be sought from the Attorney General’s office within ten (10) business days from receipt of a request for such information.)