

REQUEST FOR PUBLIC RECORDS

3219 California Pkwy, Forest Hill, TX 76119
Phone: (817) 568-3000 Fax: (817) 568-3049



Name: _____ Address: _____

Phone: _____

Email: _____

Information being requested. Please be as specific as possible, including any information that might help our search, such as date, time, location, birthdate/age, report number, etc.

Select **one** of the below options:

- I would like **public information only**. You agree to allow the City to withhold information without requiring an Attorney General ruling.
- I would like **public and confidential information**. You are requesting an Attorney General ruling when needed to determine what can be withheld. You understand that receiving records could take 60 business days or more.

Please indicate how you would like to receive your records.

- Electronic via email
- Mailed
 - On a thumb drive
 - Paper copies
- In Person
 - On a thumb drive
 - Paper copies

This form can be submitted via email at:
aanderson@foresthilltx.org

By mail or in person at:
3219 California Parkway
Forest Hill, TX 76119

Applicable charges for public information will apply. Pursuant to section 552.2615 of the Public Information Act (the PIA), Chapter 552 of the Government Code, if a request for information under the PIA will result in charges of more than \$40, a governmental body must send a cost estimate to the requestor before doing any work on the request.

Name: _____ Date: _____

OFFICE USE ONLY

ORR Number	Date Received	Date to Department	Date Closed

Staff Comments:

