



## **PUBLIC INFORMATION REQUEST FORM**

Date Submitted: \_\_\_\_\_ TIME: \_\_\_\_\_ AM/PM

### **REQUESTORS CONTACT INFORMATION**

PRINT NAME: \_\_\_\_\_

REPRESENTING COMPANY (IF APPLICABLE): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ CELLULAR PHONE: \_\_\_\_\_

FAX NO.: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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**Description of the Information Requested** (Note: Describe the information as precisely as possible.)

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Date Range (Optional): From: \_\_\_\_\_ to: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

### **INFORMATION PREFERENCES:**

How would you like the information to be provided?

**All requests must be directed to the City Secretary's Office by email at [openrecords@cityofhewitt.com](mailto:openrecords@cityofhewitt.com), fax at 254-666-6014, or by mail or in person at 200 Patriot Court, Hewitt, TX 76643.**

***Per the Public Information Act, a response will be made within ten (10) business days of the date of request unless records are not easily accessible. The City will notify the requestor when the records will be made available.***

### **FOR OFFICE USE ONLY**

Request Received By: \_\_\_\_\_ Date/Time Rec'd: \_\_\_\_\_

Forwarded to (Dept. Contact): \_\_\_\_\_ Date/Time: \_\_\_\_\_

- A complete response, as requested, has been provided.
- The request is denied because record(s) are not subject to the Public Information Act.
- The request has been or will be submitted to the Texas Attorney General for an opinion.
- The information does not exist.
- Other

Signature of City official providing record(s): \_\_\_\_\_ Date provided: \_\_\_\_\_