



PUBLIC INFORMATION REQUEST
REQUEST FOR INFORMATION PURSUANT TO TEXAS
LOCAL GOVERNMENT CODE CHAPTER 552

In order to provide the information that you are requesting, the City of Tyler asks that you fill out this information request to facilitate our staff making this available to you as soon as reasonably possible. There will be a charge for copies made. Originals of official records may not be taken out of the building or area of custody.

NOTE: If any information is deemed to be confidential, the City shall seek an opinion from the Texas Attorney General as permitted by State law.

1. Information requested and date(s) for information requested. (We ask that you be specific.)
NOTE: The City does NOT need the reasons why you are asking for the information.

Department	Information Requested	Start Date	End Date

2. Copies requested? Check one of the following:

<input type="checkbox"/>	NO	I wish to inspect the requested record(s).	
<input type="checkbox"/>	YES	If yes, how many copies?	Enter number of copies here:

NOTE: Inspection may not be possible as some documents may contain both confidential and open information.

NOTE: Charges for copies per page will be \$.10 cents for standard pages. Charge may be different for non-standard page copies.

4. Date and time information is expected to be available: _____
For Department Use

Please provide your name and telephone number for contact purposes. This contact information is necessary in the event the City seeks an Attorney General Opinion.

 Street City State Zip Code

 Area Code Telephone Number Email (optional)

 Printed Name Signature

*** For Department Use Only ***		
_____ Date Received	_____ Department	_____ Name