



PUBLIC INFORMATION REQUEST

PLEASE COMPLETE THE FOLLOWING INFORMATION TO REQUEST A RECORD OR DOCUMENT FROM THE CITY OF MANOR (TYPE OR PRINT):

PERSON REQUESTING INFORMATION: _____ DATE: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

DESCRIPTION OF INFORMATION REQUESTED (Provide as much information as possible to accurately describe the information and/or document(s) you are requesting):

I understand my rights according to the Texas Public Information Act. I also understand that court/judicial records are excluded from the Act. Furthermore, I understand there may be charges for any of the items listed above and that payment must be made before I obtain the items requested.

REQUESTOR SIGNATURE REQUESTING TO: RECEIVE COPIES INSPECT DOCUMENTS

OFFICIAL CITY OF MANOR USE ONLY

RECEIVED BY: MAIL FAX EMAIL IN PERSON DATE RECEIVED: _____ TIME RECEIVED: _____ AM/PM

DEPARTMENT: _____ HANDLED BY: _____

NOTES: _____

PENDING APPROVAL FROM MUNICIPAL COURT JUDGE – DATE SUBMITTED _____
 PENDING APPROVAL FROM ATTORNEY ON – DATE SUBMITTED _____
 PENDING AN OPINION FROM THE TEXAS ATTORNEY GENERAL'S OFFICE – DATE SUBMITTED TO AG _____
REQUEST APPROVED/ DENIED ON _____
DOCUMENTS DELIVERED BY FAX/ EMAIL/ US MAIL/ PERSON ON _____
 DOCUMENTS INSPECTED # OF PAGES _____

ATTACH A COPY OF THE RECEIPT

TOTAL COST \$ _____