CITY OF OVILLA
PUBLIC INFORMATION REQUEST FORM

All requests must be submitted in written form. This form is only for your convenience. Your request can also be made by personal mail, memo, fax, email, or delivered in person.

PLEASE CLEARLY PRINT ALL INFORMATION:

NAME:

ADDRESS:

CITY: STATE: ZIP:

PHONE: EMAIL:

INFORMATION REQUESTED: You may attach additional pages, if necessary. Be specific in your request regarding dates, time periods, name(s), address, etc. Be sure to request a document; do NOT ask questions.

In making this request, I understand the following:
The city will strive to furnish all information that is approved for release within ten (10) business days. However, if the city deems that the requestor is seeking documents that are not public records, staff will seek an opinion from the Texas Attorney General’s office prior to releasing any documents. Charges for the request may apply. The city uses the cost estimate provided by the Attorney General’s office to provide an estimate of charges if necessary. The city will not create a document to satisfy the request.

Signature: Date:

For Office Use Only: Date Received: ________________ Completion Date: ________________ Method of Release: ________________

Retention Code: ___________________________ Fee: ___________________________

Staff Signature: ____________________________________________________________________________