



## CITY OF OVILLA PUBLIC INFORMATION REQUEST FORM

A request for public information must be submitted in written form. This form is for your convenience. Your request could also be made by mail, e-mail, delivered in person, or by completing the online form at [cityofovilla.org](http://cityofovilla.org).

**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.

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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 your request may apply. The city uses the cost estimate provided by the Attorney General's office to provide you with an estimate of charges if need be. The city will not create a document to satisfy your request.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_