



PUBLIC INFORMATION REQUEST FORM

Date Received

TO: PUBLIC INFORMATION COORDINATOR
(972) 721-2384, fax
The City Secretary's Office
(972) 721-2493

E-mail: Save this form to your files then e-mail as an attachment to: openrecords@cityofirving.org

Date submitted:

Contact Phone No.:

Name of Requestor:

Indicate your preferred avenue to receive a response to your request (based on availability).

Address:

If records are mailed, cost of postage will be added to total charges

If records are available electronically, e-mail:

Fax:

Requestor will Pick up at City Secretary's Office: Yes No

Description of information requesting (please be specific):

For information on costs, go to the Texas Attorney General Web site: http://www.oag.state.tx.us/open/charges.shtml

Form section for office use only containing tracking information, department response details, and processing times.