



OPEN RECORDS REQUEST FORM

Pursuant to the Texas Public Information Act, I, the undersigned am making a request for copies of records held by the following City of Grand Prairie departments:

(Check all that apply)

Environmental Services Department

Fire Department

Records only between ____ / ____ / ____ and ____ / ____ / ____.

THE ADDRESSES YOU NEED RECORDS FOR:

(Please type or print legibly and/or use back of form if additional space is required.)

REQUESTOR'S CONTACT INFORMATION: (Also attach business card)

NAME: _____

PHONE: _____ FAX: _____

COMPANY: _____

ADDRESS: _____

Email Address _____

BY SIGNING BELOW, I ACKNOWLEDGE THE FOLLOWING:

- 1) Information is searched by specific addresses only. We will not perform area or radius searches.
- 2) There is a fee for each copy of record as allowed by the Texas Public Information Act.
- 3) All records will be provided for the requested addresses unless you specify ON THIS FORM the type of records needed.
- 4) Records will be processed immediately upon receiving the request, however, the City will send me a written notice if it takes more than 10 days.
- 5) I will accept and pay all fees listed on the invoice provided by the City BEFORE the records are released.
- 6) If payment is not received within 30 days of the City's invoice date my request is automatically withdrawn.

SIGNATURE

DATE