



121 Rockcrest Road  
New Hope, TX 75071-4103  
Collin County  
972-548-2489  
[www.newhopetx.gov](http://www.newhopetx.gov)

## REQUEST FOR PUBLIC INFORMATION

Please complete the following information:

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

Person requesting information: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**INFORMATION AND FORMAT REQUESTED** (Please be specific or clarification will be required) Please attach a separate sheet if more space is required:

**SIGNATURE:** \_\_\_\_\_

### NOTICE

This Request for Public Information form must be completed in its entirety and signed before the Town has any obligation to locate or make available any requested information. Any requested information determined to be subject to public inspection will be made available by the Town within a reasonable time period. Completing and submitting this form request does not guarantee that the information you request will be subject to public inspection. The Town reserves the right to assert any statutory exemption under the Texas Public Information Act (Chapter 552 of the Government Code) or any other applicable law governing disclosure of information or records. This form does not apply to a request for medical records.

The Town will notify you of any charges to you that may be allowed under the Texas Public Information Act. These charges must be paid prior to receiving the information requested.

#### **TOWN USE ONLY:**

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_ Paid on: \_\_\_\_\_, 20\_\_

Cash / Check # \_\_\_\_\_