



Information Request Form

Submit Form to: City Secretary's Office
Open Records
1034 E. Levee St.
Brownsville, Texas 78521

Email: PIR@BrownsvilleTX.gov
Fax: 956-546-2130

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

Date: _____

Name of Requestor: _____

Company: _____

Phone Number: _____ Cell Number: _____

Email: _____

Address: _____

Street or P.O. Box City State Zip Code

Each Request is processed in the order it is received. Various factors affect processing time, including the request's size and complexity, nature of the records sought and the ability to understand the request. To assist processing your request, please be specific as possible.

Description of Records Requesting: *(give specific dates, addresses, etc.)*

(attach additional sheets if necessary to describe requested records)

Fees: (As per City Ordinance No. 2016-1220-J)

If more than 50 pages: .10 cents per page Oversize paper 11x17: .50 cents per page
Blueprint paper : \$5.00 per sheet Search Fee: \$15.00 a hour

The information will be made available within a reasonable time or you will receive a written schedule of a delivery date. In the event that the cost of producing the copies will exceed \$40.00, you will be provided with an itemization of costs before the copies are produced. If any record you requested requires that the City seek an Attorney General's determination of whether it may be released, you will be notified in the manner required by the Public Information Act.

I want the information emailed to me I want to pick up the information

Requested information received by: _____

Signature

Date

Office Use Only

Date Received: _____ Request Number: _____
Due Date: _____ Date Completed: _____