

# Request for Public Information

(Texas Public Information Act, Tex. Gov't Code Ann. § 552.001 Et seq.)

Fill out the Open Records Request form below to request public information. The City of Sabinal accepts Open Records Requests in any written format; this form is intended to be a guide to help expedite requests. Fax your request to (830)988-2217, or mail the completed form to:

City of Sabinal  
Attn: City Secretary  
P.O. Box 838  
Sabinal, Texas 78881

**Please input your contact information below. Required fields are marked with an asterisk (\*).**

\* Name: (please print) \_\_\_\_\_

Company/Organization: \_\_\_\_\_

\* Mailing Address: \_\_\_\_\_

\* City: \_\_\_\_\_ \* State: \_\_\_\_\_ \* ZIP Code: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

\* Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**\*Please provide the type of information or name(s) of the document, including inclusive dates, if known, you are inquiring about:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you want a copy of the document?**

- Yes (fees apply)  
 No, I wish to inspect the documents.

**Do you need the documents certified?**

- Yes (additional fees apply)  
 No

**Are you requesting any and all documents including those that may meet an exception from disclosure under the Public Information Act (PIA)?**

- Only publicly available documents  
 Any and all documents (including confidential information)

(NOTE: "Any and all documents" option may require an Attorney General ruling.)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Notified request is ready on: \_\_\_\_\_