

**CITY OF TOMBALL
OPEN RECORDS/INFORMATION REQUEST FORM
UNDER THE TEXAS PUBLIC INFORMATION ACT (TPIA)**

PLEASE PRINT OR TYPE LEGIBLY:

Name of Requestor:			
Address:			
City/State/Zip Code:			
Phone Number:			
Drivers License No.:		Signature:	
Date of Request:		Email address:	

Detailed Description of Information Sought (please be as specific as possible):

CASE # (if applicable)	DATE OF INCIDENT/ACCIDENT:
	NAME:

I would like:

Please deliver to me by:

- (a) _____ electronic format **OR**
- (b) _____ paper copies **OR**
- (c) _____ diskette, CD, DVD

- (a) ___ U.S. Mail (additional charges may apply)
- (b) ___ Email (if available)
- (c) ___ Review at City Hall/Public Works/Police Department/Court
- (d) ___ Pickup in person upon Notification
- (e) ___ Fedex (additional charges will apply)

Please note: A cost estimate will be provided if responsive material exceeds 50 pages or \$40.00

All requests must be in writing and directed to the City Secretary, City of Tomball, 401 Market Street, Tomball, TX 77375, Fax: (281) 351-6256, Email: dspeer@ci.tomball.tx.us

The information requested will be supplied upon receipt of an interpretation that the information sought is not expressly prohibited by law.

For completion by City only:

MUNICIPAL COURT ONLY:
 Judge's name: _____ Date of approval: _____
 Ruling: _____ RELEASED RECORDS: Y ___ N ___

Date Received by:
Date Stamp Here →

ALL DEPARTMENTS: Check one

- Provided information via:
- Viewed in person _____
 - Picked up paper copies _____
 - Faxed _____
 - E-mailed _____
 - Fedex _____

CSO ONLY

- Sent to Attorney on _____ (date)
- AG Opinion requested on: _____ (date)
- AG Opinion _____ (#) received on _____ (date)
- Sent Estimate Letter _____ (date)
- Other information _____

\$ _____ (fees assessed) _____ (date documents released) Clerk Signature: _____