



WOODWAY PUBLIC SAFETY DEPARTMENT

REQUEST FOR PUBLIC INFORMATION

DATE: _____

I, _____, hereby request a copy of the following:
(print name)

Woodway Public Safety Department Case Number: _____

Other (please specify): _____

I am requesting Basic Information Only

I wish to receive a complete copy. I understand that a ruling by the Attorney General’s office will be requested within 10 business days. I will be unable to receive any information until a ruling is obtained. I further understand that the ruling by the Attorney General’s office may or may not be in my favor.

Address: _____
(Street) (City, State, Zip)

Phone numbers: _____ (home) _____ (cell) _____ (work)

Signature: _____

Under Chapter 522 of the Public Information Act, the Governmental body has up to 10 business days to produce the information or submit a letter to the Attorney General’s Office to request a ruling on withholding the information. (see attached). The requester may wish to narrow the parameters of the initial request and receive only the basic information (as defined by the Public Information Act), thereby avoiding the necessity of requesting a ruling from the Attorney General’s Office.

Per the Texas Public Information Act, a request for public information must ask for records or information already in existence. The Act does not require a governmental body to create a new information, to do legal research, or to answer questions regarding the information provided.

Date Received: _____	Type of report Given: <input type="checkbox"/> Basic <input type="checkbox"/> Complete
Received By: _____	Date Provided: _____
OFFICE USE ONLY:	Provided by: _____

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sbickel@woodwaytexas.gov (email)

