



Guadalupe County Texas Public Information Act Request

Requestor's Name: _____ Date: _____

Mailing Address: _____ Phone: _____

Email Address: _____

This is a request under the **Texas Public Information Act**, Chapter 552 of the Government Code (formerly V.T.C.S. article 6252) as well as Article I, Sec. 8 of the Texas Constitution, the First Amendment to the United States Constitution, the common law of the State of Texas and any statute providing for public access to government information. I hereby request the following information currently existing in the records of Guadalupe County, Texas: (Provide detailed information about what type(s) of information and/or documents you want to receive)

I wish to receive copies of the requested information. I understand that I must pay \$1.00 per page for standard size copies per LGC 118.141 and that a charge for labor may be included for larger requests. Information copied onto non-standard size paper, cassette tapes, computer disc, photographs and other medium will require additional charges. All charges must be paid at the time of delivery. An estimate of the charges will be provided to me in advance.

I will pick up the copies. When the information is ready, you can notify me by:

email or letter via postal service

I **do not** want copies, but wish to inspect the originals of the requested information. Please notify me with information on when they will be available for inspection and/or how to schedule an appointment with the appropriate officer. I reserve the right to request copies after inspecting the originals and understand that an estimate of the charges will be provided to me in advance. Please notify me of this information by:

email or letter via postal service

In making this request, I understand that Guadalupe County is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I further understand that Guadalupe County has ten (10) business days in which to request such a determination and/or to comply with this request.

Requestor Signature

Fax, email or mail this form to the appropriate Guadalupe County elected official or department head. Frequently asked questions and Statutes for Public Information Act Requests can be viewed on the Attorney General's website under the [Open Government tab](#).

Received By: _____

Date: _____