

REQUEST FOR PUBLIC INFORMATION

For **non-police records** Email: Janet Dillard at jdillard@gunbarrelcity.gov or mail form to:
1716 W. Main Street, Gun Barrel City, Texas 75156 – Attn: Janet Dillard

In accordance with the Texas Public Information Act, Public Information requests must be submitted in writing. Requests should be for documents or other information that are already in existence. The City of Gun Barrel City is not required to answer questions, perform legal research, or comply with a continuing request to supply information on a periodic basis. The city may, however, ask for clarification if it is uncertain what is being requested.

Type of Request: (ex. permit, fire report...etc.) _____

Description of Request:

(Be as specific as possible. Failure to provide specific information will result in the delay in fulfilling your request.)

I request (select one)

- ☐ Electronic copies (when available)
- ☐ An appointment to view at City Hall
- ☐ Paper copies for pick up (fee's associated)

Requestor's Information

First & Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

E-mail Address: _____

I acknowledge that the City of Gun Barrel City has up to ten (10) business days (excluding weekends and holidays) in which to review and respond to my request. Requests received after regular business hours (4:00 pm) will be processed as received the following business day.

Signature of Requestor: _____ Date: _____