



Public Records Request

Mr. ☐ Ms. ☐ First: _____ Middle: _____ Last: _____

Company: _____

Daytime Phone: _____ Cell or Other Phone: _____

Mailing Address: _____ Suite/Apt.: _____

City: _____ State: _____ ZIP: _____

Email Address: _____

Preferred Delivery Method: ☐ Copy ☐ Electronic ☐ Inspect

General Information Request:

Be specific: Include address and owner of property, file name or number, time period, incident location and date, etc.

Texas Government Code, Chapter 552, gives you the right to access government records. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

In accordance with the provisions of the Public Information Act, I hereby request copies of the following: (please be specific)

Property Address if applicable: _____

Please select one: ☐ Yes ☐ No

Requestor Signature: _____ Date: _____

You may submit your request by emailing to inforequests@santafetx.gov, in person at Santa Fe City Hall, 12002 Highway 6, Santa Fe, TX 77510, or by mailing to P.O. Box 950, Santa Fe, TX 77510. Please contact the City Secretary's Office at (409) 925-6412 with any questions.