



CITY OF WILLOW PARK
PUBLIC INFORMATION REQUEST

516 Ranch House Road
Willow Park, TX 76087
Ph (817) 441-7108 Fax (817) 441-6900

DATE: _____

***THE INFORMATION MAY OR MAY NOT BE AVAILABLE AT THE TIME REQUESTED, OR MAY NOT BE AVAILABLE FOR PUBLIC INSPECTION. SHOULD THIS OCCUR, THE INFORMATION WOULD BE RELEASED AT THE EARLIEST CONVENIENCE.

PERSON REQUESTING INFORMATION: _____

REPRESENTING FIRM OR COMPANY: _____

ADDRESS: _____

PHONE: _____

DESCRIPTION OF PUBLIC RECORD (S) BEING REQUESTED:

Signature

APPROVAL FOR RELEASE OF PUBLIC RECORDS

Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask you why you want them. 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.

All public information requests go through the City Attorney before approval for release.