



**CITY OF GRANITE SHOALS
PUBLIC INFORMATION REQUEST FORM**

2221 N. Phillips Ranch Rd. Granite Shoals, TX 78654

NAME: _____ DATE: _____

REPRESENTING FIRM/COMPANY: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

INFORMATION REQUESTED: (In order for us to complete your request, it should be as specific as possible.)

PLEASE INDICATE WHAT YOU WOULD LIKE TO DO:

VIEW THE INFORMATION REQUESTED RECEIVE COPIES OF THE INFORMATION

SIGNATURE: _____

OFFICE USE ONLY

REQUEST ACCEPTED: BY: _____ DEPARTMENT: _____

ROUTED TO: _____ DEPARTMENT: _____

REQUEST DUE BY: _____ (Response within 10 Business Days)

REQUEST COMPLETED AND REQUESTOR CONTACTED ON: _____ BY _____
(DATE) (INITIALS)

AMOUNT DUE: _____ RECEIPT NUMBER: _____

SENT TO CITY ATTORNEY FOR OPINION: _____

SENT TO ATTORNEY GENERAL FOR OPINION: _____

FINAL DISPOSITION: REQUEST COMPLETED: _____