



Public Records Request

Instructions: Submit the completed, signed form to the City Secretary by fax (936-544-4976), by email to stefkam@crocketttexas.org or by mail to 200 N. 5th Street, Crockett, Texas 75835, or in person at this same address (City Hall), Monday – Friday, 8 am – 12 noon or 1 pm – 5 pm excluding holidays.

Part I. To be Completed by Requesting Party	
Name:	
Mailing Address:	
Email Address:	Phone Number:
Drivers License # or State-Issued ID #:	
Detailed Description of Information Sought: (Please be as specific as possible.)	
Check one of the following:	
<input type="checkbox"/> I am requesting paper copies (letter size is \$0.10 per page; legal size is \$0.25 per page).	
<input type="checkbox"/> I am requesting digital copies via email or flash drive (if feasible).	
<input type="checkbox"/> I am requesting only to view the records within the City of Crockett's offices.	
<input type="checkbox"/> Other (Please explain in detail.)	
_____	_____
<i>Signature of Person Requesting Information</i>	<i>Date (mm/dd/yyyy)</i>
Part II. To be Completed by City Secretary	
Date Request Received by City Secretary:	
<input type="checkbox"/>	Request Sent to City Attorney. Date:
<input type="checkbox"/>	AG Opinion requested. Date:
<input type="checkbox"/>	AG Opinion received. Number: _____ Date: _____
<input type="checkbox"/>	Provided requestor access to the following information for viewing:
Fees Assessed: \$ _____ Date: _____	
<input type="checkbox"/>	Provided requestor with copies of the following information:
Fees Assessed: \$ _____ Date: _____	
Notes:	
_____	_____
<i>City Secretary Signature</i>	<i>Date (mm/dd/yyyy)</i>