



Bullard Police Department

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Public Information Request Form

Date of Submission: _____

Requestor Information

Name: _____ Phone Number: _____

DL# _____

Email: _____

Address: _____

Street

City

State

Zip Code

Information Requested: *Please, be as specific as possible. Failure to provide specific information will result in the delay of fulfilling your request. Please provide all information you have concerning your request.*

Terms & Conditions

In accordance with the Texas Public Information Act, I am requesting the following information from the City of Bullard. I understand that the Public Information Act only requires the City to provide documents that are already in existence when a request for information is submitted. I understand that the City is not required to create new information, answer questions, or perform legal research, and that the City of Bullard does not comply with a continuing request to supply information on a periodic basis as such information is collected or prepared in the future.

When submitting a request for information, I agree to include enough description and detail about the requested information to enable the City to accurately identify, locate the requested information, and, if needed, provide an itemized cost estimate. I agree to cooperate with the City's reasonable efforts to clarify the type, scope or amount of information requested. I understand that if I do not timely respond to any written request for clarification or additional information, the request is considered automatically withdrawn.

I understand that I may either inspect the requested information, receive paper copies of the information, or receive the requested information in electronic format. I understand that the City will notify me if it is unable to provide the requested information in the preferred format or if, due to the amount of information sought, the City is unable to produce the requested information within 10 business days.

I understand that the requested information may include information that is confidential by law or that is exempt from required disclosure. I understand that the City of Bullard has a duty to protect information that is confidential by law and, in most circumstances, must submit the information I have requested to the Office of the Attorney General for review and a determination about whether the information may be withheld. If the City of Bullard submits the requested information to the Office of the Attorney General for review, I will receive a copy of the request from the City of Bullard asking the Office of the Attorney General for a determination about whether the information may be withheld. It is my choice to authorize the City to withhold information that is confidential by law without the necessity of sending a request to the Office of the Attorney General.

I understand that all requests for information are subject to reasonable charges that include the costs related to reproducing information. (Please see attached) I understand that if I do not timely respond to a written estimate of charges or notice that producing the requested information requires programming or the manipulation of data, the request is considered automatically withdrawn.

Requestor Signature: _____ Date: _____