



City of Victoria  
**PUBLIC INFORMATION REQUEST**

City Attorney's Office | P.O. Box 1758 | Victoria, Texas 77902 | (361) 485-3534 fax

Date of Request: \_\_\_\_\_  
Signature \_\_\_\_\_

Your Name: \_\_\_\_\_  
Please print Name of Company or Law Firm

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

eMail: \_\_\_\_\_@\_\_\_\_\_.\_\_\_\_\_  
Please print

How would you like to receive the information you have requested?

- U.S. Mail     eMail     Pick-up

Describe in detail the information you are requesting, including dates and locations:

*If you are requesting information relating to a person, you **must** provide a date of birth or other identifying information.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach separate pages if necessary*

Is the information you are requesting your own information?

- Yes     No     N/A

If no, what is your relationship to the person who is named in your request?

\_\_\_\_\_

- The information you have requested may be subject to one or more applicable exceptions to the Texas Public Information Act. You will be notified within 10 days of the date we receive your request whether the information may be released or you will receive a copy of the City's request to the Texas Attorney General's Office requesting a determination whether any applicable exceptions apply.
- Original documents may not be removed from City Offices.
- Charges may apply. Please visit <https://www.texasattorneygeneral.gov/open/charges.shtml> for more information.
- **Expedited Delivery:** You may choose to amend your request to avoid submission to the Texas Attorney General. If you select this option, you agree that the City may redact any information considered by statute or otherwise to be privileged or non-releaseable pursuant to the Texas Public Information Act.

I hereby amend my request and agree that the City may redact the information I have requested according to any applicable exceptions to the Texas Public Information Act. \_\_\_\_\_ your initials

Date Request Received:		Employee Initials:	
Possible Exceptions:			
Approved	Sent for OAG Opinion	Date	Employee Initials:
Cost Estimate:			