

# TITUS COUNTY TEXAS-County Treasurers' Office

## PUBLIC INFORMATION REQUEST FORM

This form is available online under the County Treasurers' Section and may be printed, completed, and faxed to: (903) 577-6718; or emailed to: [djapplewhite@co.titus.tx.us](mailto:djapplewhite@co.titus.tx.us) or mailed to Titus County Treasurer, 100 W. 1<sup>st</sup> Street, Suite #100 Mt. Pleasant, Texas 75455.

Requestor \_\_\_\_\_ Date of Request \_\_\_\_\_

Street Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City/Zip Code \_\_\_\_\_ Fax Number \_\_\_\_\_

Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of Titus County Texas, Mt Pleasant, Texas

*(Please be specific as to exactly what information you are requesting and the format desired for the information.)*

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

**Please select one:**

\_\_\_\_\_ I wish a copy of the requested information. I understand that I must pay ten cents (\$.10) for standard size paper copies. Information copied onto nonstandard-sized paper, cassette tapes, or computer disks will require additional charges.

\_\_\_\_\_ I will pick up the copies. Please call me at the telephone number listed above when they are ready.

\_\_\_\_\_ I do not want copies but wish to inspect the originals of the requested information. Please contact me at the telephone number listed above to schedule a time when the records will be available for viewing.

In making this request I understand:

- that Titus County is under no obligation to create a document to satisfy my request or to comply with a standing request for information
- items expressly confidential under law will not be disclosed (refer to the Public Information Handbook, office of the Attorney General for more information:
- that Titus County will contact me in the manner indicated above regarding my request within approximately ten (10) days.
- That in the event that clarification is needed in order to fulfill this request the ten (10) days begins when complete clarification is received.

\_\_\_\_\_  
Signature of Requestor

FOR COUNTY USE ONLY

Date Received: \_\_\_\_\_ Received by (employee): \_\_\_\_\_

Action taken by County in obtaining information:

Date information released: \_\_\_\_\_ Employee releasing information: \_\_\_\_\_