



**REQUEST FOR INFORMATION**

I request the following information from the Office of the City Secretary of the City of Southlake, Texas. I understand that the information will be provided under the provisions of the *Public Information Act* and that a fee may be charged for the information.

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Request made by: \_\_\_\_\_  
(please print)

Date of request: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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

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**SPECIFIC RECORDS REQUESTED:**

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\_\_\_\_\_  
Signature of requestor

Please return this completed form to the City Secretary's Office, Town Hall, 1400 Main Street, Suite 270, Southlake, Texas 76092 or by fax: 817-748-8270 for processing of your request.

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*For City Use Only*

\_\_\_\_\_  
City Secretary's Office representative

\_\_\_\_\_  
Date delivered

\_\_\_\_\_  
Fee