

City of Bellaire
Request for Public Information

Name: _____

Address: _____

Telephone No.: _____
(Daytime No.)

Facsimile No.: _____

Email Address: _____
(Optional)

Date: _____

Under the *Government Code, Chapter 552, Public Information*, I (we) am (are) requesting a copy of the following public information:

Signature: _____

In determining the charges for public information, the City of Bellaire, Texas, complies with the Texas Administrative Code, Title 1, Administration, Part 3, Office of the Attorney General, Chapter 70, Cost of Copies of Public Information, Rule §70.10, The Texas Building and Procurement Commission Charge Schedule. A request for public information dated 2005 and earlier may need to be retrieved from storage and could, therefore, require extra time to process. We greatly appreciate your consideration in this process.

For Office Use Only:

Department: _____
Date: _____
Return Date: _____

Fee Calculation:

<u>Type</u>	<u>No.</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

RETURN FORM TO:

Tracy L. Dutton
City Clerk/Records Mgmt. Officer

By Mail: City of Bellaire
7008 South Rice Avenue
Bellaire, Texas 77401-4495

By Fax: (713) 662-8239

By Email: tdutton@ci.bellaire.tx.us