

**CITY OF TOMBALL  
OPEN RECORDS/INFORMATION REQUEST FORM  
UNDER THE TEXAS PUBLIC INFORMATION ACT (TPIA)**

All requests must be in writing and directed to the City Secretary, City of Tomball, 401 Market Street, Tomball, TX 77375, Fax: (281) 351-6256, Email: [dspeer@ci.tomball.tx.us](mailto:dspeer@ci.tomball.tx.us). Please print or type:

Name of Person Making Request:			
Address:			
City/State/Zip Code:			
E-mail Address:			
Phone Number:			
Drivers License No.:		Signature:	
Date of Request:			

Detailed Description of Information Sought (please be as specific as possible):


- (Check one)**
- (a)  I request paper copies
  - (b)  I request digital copies on diskette or via email \_\_\_\_\_ (when available)
  - (c)  I request only to view at City Hall/Public Works/Police Department
  - (d)  Other (please explain in detail) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*\*\*\*\*  
 The information requested will be supplied upon receipt of an interpretation that the information sought is not expressly prohibited by law.  
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**For completion by City only:**

Date Received by City Secretary: \_\_\_\_\_

Disposition:

- (a)  Provided the following information for viewing: \_\_\_\_\_  
 \_\_\_\_\_  
 \$ \_\_\_\_\_ (fees assessed) \_\_\_\_\_ (date)
- (b)  Provided copies of the following information: \_\_\_\_\_  
 \_\_\_\_\_  
 \$ \_\_\_\_\_ (fees assessed) \_\_\_\_\_ (date)
- (c)  Sent to Attorney on \_\_\_\_\_ (date)
- (d)  AG Opinion requested on: \_\_\_\_\_ (date)
- (e)  AG Opinion \_\_\_\_\_ (number) received on \_\_\_\_\_ (date)

Notes: \_\_\_\_\_  
 \_\_\_\_\_

City Clerk Signature: \_\_\_\_\_