



# Public Information Act Request Form

The Public Information Act, formerly known as the Open Records Act (Government Code, Chapter 552), provides a means for citizens to inspect or receive copies of government records. Certain exceptions may apply and charges may be incurred for a Public Information Act request.

**All Public Information Act requests must be submitted in writing.** Although a specific form is not required, you may complete this request form or submit a similar document. Please include as much information as possible so we may respond to your request appropriately and in a timely manner.

**City Staff is not able to complete a request form for any citizen.**

Submit written request by mail, fax, e-mail, or in person to:

City of La Feria  
Attn: Amanda Morales,  
City Secretary  
115 E. Commercial Avenue  
La Feria, Texas 78559

FAX: 956-797-1898  
E-mail: [amorales@cityoflaferia.com](mailto:amorales@cityoflaferia.com)

<b>Name of Requestor</b>	
<b>Mailing Address</b>	
<b>Phone Number</b>	
<b>E-mail Address</b>	
<b>Organization Represented ( if any)</b>	
<b>Description of the requested documents or records</b>  <b><u>Please Check one:</u></b> <b>For inspection [ ]</b> <b>Copies [ ]</b>	

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

\_\_\_\_\_  
Date