



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: Luis Castillo,
Interim City Secretary
115 E. Commercial Avenue
La Feria, Texas 78559

FAX: 956-797-1898
E-mail: lcastillo@cityoflaferia.com

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

Signature of requestor

Date