# APPLICATION FOR INFORMATION UNDER TEXAS PUBLIC INFORMATION ACT

**TO CUSTODIAN OF RECORDS FOR COLLIN COUNTY:**

**PRINTED NAME OF APPLICANT:** _____

**ADDRESS:** _____

**PHONE # (OPTIONAL):** _____ **EMAIL ADDRESS** _____

**DATE OF REQUEST:** _____

**DOCUMENTS REQUESTED FOR INSPECTION: (Please describe below the documents you request to inspect and/or copy, or attach separate request to this form).**

**DO YOU WANT COPIES OF THE RECORDS: (Circle one - YES / NO) If yes, please note that the cost of copies will be charged in accordance with the authorized charges set by the Texas Building and Procurement Commission, generally being $.10 per page.** **YES** **NO**

_____
**APPLICANT'S SIGNATURE**

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**I ACKNOWLEDGE THAT I HAVE VIEWED THE DOCUMENTS DESCRIBED ABOVE FOR WHICH I REQUESTED INSPECTION.**

**DATE:**_____

_____
**APPLICANT'S SIGNATURE**

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**(PUBLIC INFORMATION OFFICER TO COMPLETE UPON RECEIPT OF REQUEST FOR PUBLIC INFORMATION)**

**REQUEST APPROVED BY:** _____ **DATE:** _____

**DATE OF INSPECTION:** _____

**AMOUNT OF BOND OR CASH DEPOSIT REQUIRED TO COVER COSTS OF COPYING RECORDS THAT ARE VOLUMINOUS OR NOT READILY ACCESSIBLE:** _____

**DATE OF DEPOSIT:** _____

**REQUEST DENIED BY:** _____ **PENDING AN OPINION FROM THE TEXAS ATTORNEY GENERAL'S OFFICE - DATE:** _____

**DEADLINE FOR A.G. REQUEST:**_____ **(Ten business days from receipt of request for Public Information).**

**(Certain exceptions to disclosure exist under the Texas Public Information Act to protect against the disclosure of non-public information. If it appears that an exception to the disclosure of such records exists, an opinion will be sought from the Attorney General's office within ten (10) business days from receipt of a request for such information.)**