



WOODWAY

PUBLIC SAFETY DEPARTMENT

REQUEST FOR PUBLIC INFORMATION

DATE: _____

I, _____, hereby request a copy of the following:
(print your name)

- Case number _____
- Address of Incident _____
- Date of Incident _____
- Other (please be specific) _____

- I am requesting Basic Information only
- I wish to receive a complete copy. I understand that a ruling by the Attorney General’s office will be requested within 10 business days. **I will be unable to receive any information until a ruling is obtained. I further understand that the ruling by the Attorney General’s office may or may not be in my favor.**

Address (city, state, zip): _____

Phone Number: _____ Email Address: _____

Signature: _____

Under Chapter 552 of the Public Information Act, the Governmental body has up to 10 business days to produce the information or submit a letter to the Attorney General’s Office to request a ruling on withholding the information (copy can be provided if necessary). The requester may wish to narrow the parameters of the initial request and receive only the basic information (as defined by Public Information Act), thereby avoiding the necessity of requesting a ruling from the Attorney General’s Office.

Woodway Public Safety Department Records Division
920 Estates Dr Woodway, Texas 76712 254-772-4470 (phone) 254-772-9219 (fax)
jniemeier@woodwaytexas.gov

OFFICIAL USE ONLY:

Receiving Communication Specialist	Supervisor Providing Type of Report <input type="checkbox"/> Basic <input type="checkbox"/> Complete
Date/Time Received: _____	Date Provided: _____
Received by: _____	Provided by: _____
Received by Supervisor: _____	

