



Town of Hickory Creek

Public Information Act Request

Pursuant to the provisions of the Texas Public Information Act, I _____ on this the _____ day of _____, 20____do request the following records, reports or documents, I understand that I must complete this form and list the information requested. I also understand that the Town of Hickory Creek has 10 business days, not including the day records are initially requested, or to have asked for an opinion from the Attorney General's Office. Some items may not be released based on the exemptions under the Texas Public Information Act.

Name: _____ Phone: _____

Address: _____ Email: _____

Please complete the following questions. The information provided will only contain the legal information as allowed by the Texas Public Information Act. Payment must be made before records will be released.

TYPE OF RECORD REQUESTED

☐ Offense Report Date ____/____/____ or CFS # _____

☐ Incident Report Date ____/____/____ or CFS # _____

☐ Sex Offender Information, Name: _____ Area: _____

☐ Citation Info Date ____/____/____ or Name: _____

☐ Other list in detail _____

I am seeking the following information: _____

I would like to review the following records: _____

I need copies of the following: _____

Other information about this request you may attach separate documents _____

Payment must be received before request will be processed for all request by fax or e-mail. Payment can be made in person or by U.S. mail payable to the Town of Hickory Creek. For your convenience accident reports may be purchased online at cris.dot.state.tx.us

Signature of Requestor: _____

Date of Request: _____

Check One: ☐ Complainant ☐ Attorney ☐ Insurance Co.

☐ News Media ☐ Citizen ☐ Law Enforcement

☐ Elected Official ☐ Defendant ☐ Other _____

You may email the completed form to records@hickorycreek-tx.gov or fax to (940) 497-3531. You may bring the form by Town Hall, located at 1075 Ronald Reagan Ave., Hickory Creek, Texas 75065. For any questions, please contact the Town of Hickory Creek at (940) 497-2528.

DO NOT WRITE BELOW THIS LINE

Completed by: _____

Date applicant notified: _____

Date completed: _____

Date request picked up: _____

Time completed: _____

Cost: _____

OFFICIAL USE ONLY

Fees are regulated by the Texas Administrative Code, RULE §70.12 (Allowable Charges Under Section 552.275 of the Texas Government Code)

Item(s)	Fee(s)	Quantity	Charged
Standard Size Paper (up to 8.5 x 14)	\$0.10	_____	_____
Non-Standard Size Paper	\$0.50	_____	_____
Color Copies	\$1.25	_____	_____
CD	\$1.00	_____	_____
DVD	\$3.00	_____	_____
Other Electronic Media (ex. Flash Drive)	Actual Cost	_____	_____
Personnel Charge (increments of 30 minutes)	\$15.00 hr.	_____	_____
Misc Supplies	Actual Cost	_____	_____
Postage and Shipping	Actual Cost	_____	_____
Milage	\$0.35	_____	_____
Fax Copies (per copy)	\$0.65	_____	_____
Other	Actual Cost	_____	_____

TOTAL:_____