



Office of the City Secretary

298 West Washington
Stephenville, TX 76401
(254) 918-1287 office
(254) 918-1207 fax

Public Information Request

Name _____ Date of Request _____

Street Address _____

Mailing Address (If different) _____

Phone: _____

Email Address: _____

How would you prefer to receive your information? Email Mail Pick Up

I request the following information from the Office of the City Secretary of the City of Stephenville, Texas. I understand that the information will be provided under the provisions of the Public Information Act and that a fee may be charged for the information.

(Please be as specific as possible. We will contact you if we need further information or clarification.)

Signature of Requestor

Received - City of Stephenville

The City of Stephenville has set a 15-hour monthly or 36-hour yearly limit on the amount of time that personnel is required to spend producing public information to a requestor without recovering its costs attributable to that personnel time. The monthly time limit begins on the 1st day of the month; the yearly time is for a 12-month period that corresponds to the City's fiscal year. (Ordinance 2018-O-14 and as authorized by Tex. Gov't Code 552.275).

For City Use Only		
No. Pages:	Fee:	Paid:
Staff Time:	Cumulative Time for Requestor:	

The Public Information Act, formerly known as the Open Records Act, is located at chapter 552 of the Government Code. For more information on the Public Information Act, please visit the Attorney General's website at www.texasattorneygeneral.gov.