



# GARLAND

Economic Development

P.O. Box 469002

Garland, TX 75046-9002

**Fax (972)205-3801**

**economicdevelopment@garlandtx.gov**

## Public Information Request

### How do I submit a Public Information Request?

- \* All requests are subject to the Public Information Act  
*"How to request Public Information"*
- \* All requests must be in writing.
- \* Requests may be submitted by any of the following means:
  - Online: Fill in the fields and click submit
    - Note: You cannot submit with a empty field
  - Email
  - Fax
  - Mail
  - In person:  

City of Garland  
Economic Development  
217 N. 5th St.  
Garland, TX 75040
- \* A cost will be assessed according to the request.  
*"Charges for Public Information"*



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P.O. Box 469002  
Garland, TX 75046-9002  
Fax (972)205-3801  
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## Public Information Request

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Pursuant to section 552.261 and 552.262 of the Texas Government Code

- Copies are ten cents (\$.10) per page.
- Preparation and assembly of records more than 50 pages will incur an additional cost of \$18.75 per hour for personnel time.
- Additional charges for postal and shipping costs will also be incurred.

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Records requested:

### OFFICIAL USE ONLY

Total number of pages - \_\_\_\_\_

Total number of hours - \_\_\_\_\_

Additional charges - \_\_\_\_\_

Total Cost - \_\_\_\_\_

Do not provide your name below until after receiving the Total Cost for your request.

By providing your name below, you agree to the fees as stated above. Payment must be received prior to the release of any records.

Name: \_\_\_\_\_

Date: \_\_\_\_\_