



REQUEST FOR PUBLIC INFORMATION

(Public Information Act Section 552.001 of the Local Government Code)

Please complete the form below to request public information. The City of Karnes City accepts Open Records Request in any written format. This form is intended to be a guide to help expedite requests. This form may also be used to request a copy of an Accident Report. Please e-mail your request to karnescity@cityofkctx.com; or fax your request to 830 780-2227; or mail the completed form to: City of Karnes City, 314 E. Calvert Ave., Karnes City, TX 78118. **If requesting a police record, please submit your request to kcpd@cityofkctx.com or fax 830 780-2391.**

Please provide your contact information below. Required fields are marked with an asterisk (*).

*Name (please print): _____

*Company/Organization: _____

*Mailing Address: _____

*City: _____ *State: _____ *Zip Code _____

E-Mail Address: _____

*Phone Number: _____ Fax Number: _____

Do you want a copy of the document?

Type of document/report?

___ Yes, (fees apply)

___ Accident Report (\$6.00 per report)

___ Yes, Certified Document? (fees apply)

___ Other (.10 per page for first 50 pages)

___ No, I wish to inspect the documents.

Are you requesting any and all documents including those that may meet an exception from disclosure under the Public Information Act (PIA)?

___ Only publically available documents.

___ Any and all documents (including confidential information).

(NOTE: "Any and all documents" option may require an Attorney General ruling)

****Please provide the type of information or name(s) of the document, including inclusive dates, if known, regarding the document you seek:**

*Name of document: _____

*Date and time of incident or inclusive dates of document: _____

*Address or location of incident: _____

*Name(s) of party(s) involved: _____

Incident number, if known _____

NOTE: Police reports are usually not available until 5-8 business days after the accident/incident occurred.

Signature

Date

Office use only:

Notified request is ready on: _____