

City of Hondo
1600 Avenue M
Hondo, Texas 78861

Attn: City Secretary



APPLICATION FOR PUBLIC INFORMATION

Name of Requestor: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Description of Public Information Requested (Please provide as much detail as possible.)

You may inspect the requested information within ten (10) business days of the information being made available to you or receive copies at .10 cents per page. Any copy requests of 51 pages or more that require gathering and/or compiling will be charged depending upon materials, labor, overhead, postage, etc. at the rate of \$15.00 per hour for the time required to fulfill the request. If copy charges exceed \$40.00, we will provide you with an Itemized Estimate of Charges. In some instances, we may require a deposit for payment of anticipated copy costs. Active records must exist. No compiling or creation will be made.

I wish to inspect: _____ I wish copies to be made: _____ Other (USB): _____

Signature of Requester

Date

PLEASE ALLOW TEN (10) BUSINESS DAYS TO PROCESS UNLESS OTHERWISE NOTIFIED

FOR OFFICIAL USE ONLY

Estimate of cost if request results in copy charges in excess of \$40 _____

Amount of deposit for copies, if applicable: _____

Number of pages: _____ Copy cost per page: _____

Total cost, including applicable labor charges: _____

Reviewed by:

City Secretary

For Official Use Only

Reference # _____

Date Received _____

Requestor received request

Date