

# BASTROP COUNTY

## PUBLIC INFORMATION RECORD REQUEST FORM



Requestor Information:

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

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Requestor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Choose one method of delivery for documents requested: Mail E-Mail Pick up in Person*

Tips for requesting information:

1. Be as specific as possible.
2. Include date ranges if applicable.
3. Keep in mind a public information request is to obtain existing documents.
4. Do not use this form if you are needing information from the Sheriff's Office.

**Department you are requesting information from:** \_\_\_\_\_

**Provide details regarding the information you are requesting:**

Please submit your request by mail, email or in person using the contact information below. If you have questions regarding the public information process, contact:

**Bastrop County Judge's Office**

**804 Pecan Street**

**Bastrop, Texas 78602**

**512-332-7201**

**Email requests to: [publicinformation@co.bastrop.tx.us](mailto:publicinformation@co.bastrop.tx.us)**