

# City of Leon Valley, Texas

## Open Records / Information Request Form

### Under the Texas Public Information Act

All requests must be in writing and directed to the City Secretary, City of Leon Valley, 6400 El Verde Road, Leon Valley, Texas, 78238.

Requests may be emailed to: [l.callanen@leonvalleytexas.gov](mailto:l.callanen@leonvalleytexas.gov) or

faxed to the City Secretary at (210) 684-4476 or

received at City Hall, Monday through Thursday, 7:30 a.m. - 5:30 p.m. and on Friday, 7:30 a.m. - 11:30 a.m.

**Requestors do not need to use this form.** However, your request must be in writing and provide sufficient information to define which records are being requested. Requestors do not need to state the reason(s) the records are being requested nor will we ask why you need the records.

***Please print or type:***

Date of Request			
Name of Requestor			
Mail Address			
City/State/Zip Code	City	State	Zip Code
Area Code & Phone			
Area Code & Cell Phone			
Fax Number			
Date Needed			

***Description of Information Sought. Please be as specific as possible.***

***If request is for Municipal Court Information, please complete next section.***


***If request is for Municipal Court Information:***

Name	
Date of Birth	
Drivers License Number	
Date of Accident or Traffic Stop	

***Check One:***

<input type="checkbox"/>	I request paper copies
<input type="checkbox"/>	I request digital copies on diskette/CD
<input type="checkbox"/>	I request only to view records at City Hall
<input type="checkbox"/>	I request Certified Records. I understand that additional charges will apply.
<input type="checkbox"/>	Other:

Signature: \_\_\_\_\_

***Certain information is made confidential by law. When confidential information is requested, an opinion from the Texas Attorney General will be sought and the requestor will be notified. Allow up to 10 business days for your request to be completed.***