



Request for Public Records

Form must be completely filled out in order to be processed.

Requestor Information:

Name: **Date:**

Organization /Company:

Address:

Phone Number:

Email Address:

Description of Request:

To expedite your Request, Be as Specific as Possible. Include the street address of the facility, the document dates, and other details about the type of record of interest to you.

Form may be mailed, faxed, or submitted online.

Mail To:
Office of Communications
Request for Public Records
904 Juarez St.
Laredo, TX 78040

Fax to: (956)795-3299

SUBMIT

-----FOR OFFICE USE ONLY-----

Received by and Date:

Completed by and Date:
