

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 Public Information Records Clerk

200 Jackson Street

Bastrop, Texas 78602

512-581-4099

Email requests to: public.information@co.bastrop.tx.us