

Request For Public Records

Date: _____ Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (Home) _____ (Cell) _____

Email Address: _____

I wish to receive a copy of the requested records by: Email Mail Inspect records in person
(\$0.10 per page plus postage if applicable)

Contact me if copying/scanning cost is greater than \$ _____

If this request is for a list of individuals, is the list to be used for commercial purpose?

Yes No

Records Requested (Please provide specific description of the record you want e.g. title of records, subject of records, range of dates, etc.):

Description of Record Request: _____

Please fax, email, mail or hand-deliver records request to:

Debbie Honeycutt
Housing Authority of Travis County
 502 E. Highland Mall Suite 106-B Request
 Austin, TX 78752
 Phone Number: (512) 854-8245
 Fax Number: (512) 854-1899
debbie.honeycutt@traviscountytexas.gov

Office Use Only	
Request made	<input type="checkbox"/> in person <input type="checkbox"/> by phone <input type="checkbox"/> by email <input type="checkbox"/> by mail <input type="checkbox"/> by fax
Request:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Date Received:	Ten-Day Response Sent:
Notifications of Records Available:	Request Completed:
	Reference #: