**
Freedom of Information Request Form**

T

exas Government Code, Chapter 552, gives you the right to access government records. All government information is presumed to be available to the public. Certain exceptions may apply to allow the governmental bodies to withhold the disclosure of the information.

To obtain copies of public information, complete the form below and submit to ***Freedom of Information Officer, Administration, Trinity Metro, 801 Cherry Street, Suite 850, Fort Worth, Texas 76102 or email*** ***Publicinfo@RideTM.org***. Please include name, address, phone number and the number of copies needed, with your request. **Cost of Copies**: Please be advised that there is a copy fee of $.10 per page and an administrative charge of $15.00 per hour where the requested copies total more than 50 pages.

Name:

Agency:

Address:

City/State:

Phone/Fax:

Dear Officer for Public Information:

Under the Texas Public Information Act, Chapter 552 of the Government Code, I request access to/copies of:

A requestor should specify as clearly as possible the particular information sought. The request should allow the governmental body to help clarify what documents you seek. This may include the name of the document, or the type of information. It is suggested that a requestor also specify the time period for which broad categories of information is sought.

**For complaints regarding failure to release public information:**

* You can contact the Office of the Attorney General (AG), Open Records Hotline, at (512) 478-6736 or toll-free at (877) 673-6839.
* **For complaints regarding overcharges,** please contact the Office of the Attorney General (AG) at (512) 475-2497 or toll-free at 1-888-672-6787.

***If you need special accommodation pursuant to the Americans With Disabilities Act (ADA), please contact our ADA coordinator, Kelli Shields at 817-215-8700.***

**\*This form is being provided to potential requestors as a helpful guide for composing an effective request for public information. Neither governmental bodies nor requestors should consider this form to be mandatory. You can create and submit your request via regular mail, facsimile or e-mail to the above mentioned contact person.**