



701 N. Tool Dr.  
Tool, TX 75143

Office: 903.432.3522  
Fax: 903.432.3867

www.tooltexas.org  
KMartin@tooltexas.org

## Public Information Request

*\* The City has 10 business days from the date of the filed request to process your application. By signing below you are agreeing to the terms and conditions of this agreement and understand that the fees listed below are subject to additional labor costs incurred by the City in providing the requested information.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### Requested Information:

---



---



---

### Public Information Charges:

(Per Public Information Act, Texas Government Code, Section 552, Subchapter F)

Standard-size paper copy (up to 8.5" x 14")	\$.10 per page (for 50 pages or less; however, *if records are stored at a remote storage facility, at two or more separate buildings that are not connected or consists of over 50 pages, then labor and overhead charges are applicable*.)
Nonstandard-size copy (oversize paper, specialty paper, etc.)	\$.50 per page
Labor Charge*	\$15.00 per hour
Overhead Charge*	20% of labor charge
Postage & Shipping Charge	Actual Cost
Accident Report	\$6.00

\* Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Administration   
  Fire Department   
  Police Department   
  Municipal Court   
  Maintenance / Bldg

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Completed By: \_\_\_\_\_ Date: \_\_\_\_\_