

City of Garden Ridge

City Secretary's Office
9400 Municipal Parkway
Garden Ridge, Texas 78266
Email: citysecretary@ci.garden-ridge.tx.us
Phone: 210-651-6632 • Fax: 210-651-9638

PUBLIC INFORMATION REQUEST FORM

Name of Requestor: _____ Date: _____

Daytime Phone No.: _____ Fax No.: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____

In what format do you wish to receive the information?
(Requested items will not be mailed, emailed or faxed until payment is received.)

Mail Email Fax Pick up

I request to review or receive copies of the following public document(s): (If requesting Accident or Incident Report, please include report # and date.)

Please return the completed form via email to
citysecretary@ci.garden-ridge.tx.us or via fax to **210-651-9638**

Notes:

- There is no requirement for a governmental agency to create new documents or answer questions; the City will search existing records for responsive information.
- Please specify dates or approximate dates of requested documents if known.
- If a cost is incurred, you will be notified of the charges prior to proceeding.
- The City has ten (10) business days to reply to your request.
- If the City requests clarification and we do not hear back from you within 61 days, you must resubmit a new request.
- The City of Garden Ridge Code of Ordinances are located on our website: www.ci.garden-ridge.tx.us

FOR OFFICIAL USE ONLY:

Number of pages: _____ Cost for copies: _____ Labor cost: _____

Misc. notes: _____ Total cost: _____

ORR #: _____