

PUBLIC RECORDS REQUEST

This form must be filled out before any Public Records Request is accepted by the City of Richland.
Requestor must show valid identification.
(Must be 18 years of age)

Submit to: CITY OF RICHLAND
103 W. Main St.
Richland, TX 76681

Email: richlandcity@hotmail.com

903 362-3707

YOU MUST ATTACH A COPY OF AN OFFICIAL PICTURE ID SHOWING YOUR DATE OF BIRTH

***** PLEASE PRINT *****

Date: _____ Time: _____

CONTACT INFORMATION: (Name & Address of person making the Request)

Name: _____

Address: _____

Phone #: _____

Email Address: _____

ADDRESS/LOCATION OF ANY PROPERTY INFORMATION REQUESTS: (one address per form)

Address: _____

INFORMATION REQUESTED: (Please be specific)

PERIOD OF TIME THIS INFORMATION WOULD LIKELY EXIST:

***** DO NOT WRITE BELOW THIS LINE: FOR OFFICIAL USE ONLY *****	
Received By: _____	Date: _____
Department: _____	Total # Copies: _____
Date Responded To: _____	Other Costs: \$ _____
Total Cost: \$ _____ (ALL COSTS MUST BE PAID PRIOR TO RELEASE)	
☐ Ready for Pickup at City of Richland - City Office	
☐ NO RECORDS / INFORMATION FOUND	