



ORR# _____

Denton County Transportation Authority

REQUEST FOR PUBLIC INFORMATION

1955 Lakeway Drive, Suite 260

Lewisville, TX 75067

Fax: 972.221.4601

Email: openrecords@dcta.net

I, the undersigned, hereby request the custodian of the following described public records of the Denton County Transportation Authority (DCTA), to promptly produce said records for inspection and/or duplication. I understand there may be charges assessed for duplication or access to such records and the DCTA may require prepayment prior to preparation of the requested copies of such record.

PLEASE PRINT ALL INFORMATION

NAME:		DATE:	
ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:		EMAIL ADDRESS:	

PLEASE LIST ALL DOCUMENTS THAT YOU ARE REQUESTING

Be specific regarding dates, time period, name(s), and places. Be sure to request documents. Please do not ask questions.

CHECK ONE:

<input type="checkbox"/>	I will pick up the documents at DCTA Admin Offices	<input type="checkbox"/>	Mail the documents to me
<input type="checkbox"/>	E-mail the documents to me	<input type="checkbox"/>	Put documents on CD
<input type="checkbox"/>	I request only to view the documents at DCTA Admin Offices	<input type="checkbox"/>	Other (Please explain in detail.)

In making this request, I understand that DCTA is under no obligation to create a document to satisfy my request or to comply with a standing/ongoing request for information. I further understand that copies of the information will be released only in accordance with the Act, and DCTA reserves its right to seek an opinion from the Texas Attorney General with regard to the release of said information. If an Attorney General's opinion is sought by DCTA, you will be notified in writing.

Signature of Requestor: _____