



**Public Information  
Request (PIR)  
Application**

Under Chapter 552 - Texas Public Information Act of the Government Code, I request the following information from the City of Newark. I understand that my request will be handled in accordance with the Public Information Act and that the records requested will be provided within the ten (10) business days unless the records are considered confidential by law. I understand that every effort will be made to expedite my request but due to personnel demands and schedules, there may be times when the disclosure of the requested information may take the full ten (10) business days. In some cases, the Texas Attorney General may have to make a ruling on a request, when this happens I will be notified that the request will take longer than the ten (10) business days.

Please specify as clearly as possible the particular information being requested. This may include the name of the document, time frame involved or the type of information. Please note that a request of "any and all information" is not sufficient as a description and will delay the process.

Information requested:

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Requested by:

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

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

City, State & Zip Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

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

Applicant's signature: \_\_\_\_\_

Please return the completed form to:

City of Newark  
PO Box# 156  
209 Hudson Street  
Newark, Texas 76071

Email: courtclerk@newarktexas.com  
Phone# 817-489-2201  
Fax# 817-489-5202

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***For Office Use Only***

Date request was received: \_\_\_\_\_

Request received by: \_\_\_\_\_

How request received: \_\_\_\_\_ Fax \_\_\_\_\_ Mail \_\_\_\_\_ Email

Amount of fees assessed: \_\_\_\_\_

Date requestor was notified: \_\_\_\_\_

Signature and date of when picked up: \_\_\_\_\_

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Amount paid and method of payment: \_\_\_\_\_