

# City of Mingus, Texas

## Public Information Request Form

Appendix A2-1 – Referenced in Title II – Administration and Government

### Instructions

This form is provided under the Texas Public Information Act (Texas Government Code, Chapter 552). Requests must be submitted in writing and should clearly describe the records sought. Completed forms may be delivered to the City Secretary at:

City Secretary  
City of Mingus  
P.O. Box 188  
Mingus, Texas 76463  
Email: [citysecretary@mingus.us](mailto:citysecretary@mingus.us)

### Requester Information

Name:			
Organization (if applicable):			
Mailing Address:			
Phone:		Email:	

### Requested Records

Describe the records requested (include dates, subjects, or details):


### Preferred Format

- ☐ Inspect in person at City Hall
- ☐ Receive by email (if available electronically)
- ☐ Receive printed copies (copy fees may apply)
- ☐ Other (please specify): \_\_\_\_\_

### Fee Authorization

If estimated costs exceed \$40, the requester will be notified for confirmation before processing continues.

Maximum amount authorized without notice:	
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## Certification

I understand that this request is made under the Texas Public Information Act and that certain information may be excepted from disclosure under state law. I agree to pay applicable fees as authorized.

Signature:		Date:	
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## For City Use Only

Date Received:		Received By:	
Department(s) Notified:			
Date Completed / Released:		Completed By:	
Fees Charged:		Receipt #:	

*Adopted by Ordinance No. 2025-\_\_, effective \_\_\_\_\_ 2025  
City of Mingus, Texas – Home-Rule Municipal Code, Title II*