

Request for Public Records  
Fort Bend County Emergency Services District #4

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

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

Phone: \_\_\_\_\_

Description of Requested Records

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Requestors Signature: \_\_\_\_\_

Documents of ten pages (total) or less will be provided at no charge; a fee of \$0.10 per page for anything over ten pages. The charge for labor costs incurred in processing a request for public information is \$15 per hour starting with the second hour of personnel time. The labor charge includes the actual time to locate, compile, and reproduce the requested information.

Applicant will be notified when records are available and must be picked up at the Fulshear Fire Department, Station #1, Fulshear, Texas. Requested records not picked up within ten business days of notification will be destroyed.

FBCESD #4 Use:

# Of Documents: \_\_\_\_\_ # Of Pages: \_\_\_\_\_ # Of Overhead Hours: \_\_\_\_\_

Total Fees: \_\_\_\_\_

Provider: \_\_\_\_\_ Date Requestor Contacted: \_\_\_\_\_

Records received by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_