



PUBLIC INFORMATION REQUEST FORM

Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought. The Texas Public Information Act does not require governmental bodies to create new information, perform legal research, or answer questions. The request must ask for records or information *already in existence*. VIA Metropolitan Transit will not comply with a standing request for information as it becomes available in the future. Please be advised that there may be a charge for copies of public information in accordance with State law.

PLEASE PRINT

First & Last Name: _____ Today's Date: _____

Mailing Address: _____ City: _____ State: ____ Zip Code: _____

Phone: _____ Email Address: _____

Dear Officer for Public Information: Under the Texas Public Information Act, Chapter 552 of the Government Code, I request access to/copies of the documents described below.

Type of Record (Check all that apply; if none apply, specify record in "Other" field):

- Incident Report VIA Transit Police Report Bus/Van Video Property Video
- VIAtrans Trip History Procurement Documents
- Other – please specify: _____

Details of request: _____

*Please state clearly which documents you are seeking, and be specific regarding the relevant details when requesting documents related to a specific incident. Helpful information would be **date; time of incident, a.m. or p.m.; location or nearest intersection; route number; direction of travel; bus number (if possible); bus operator's name or employee number (if possible); beginning and ending time of video requested; etc.** Use the back of this form if you need more space.*

Check one:

- I will pick up the documents at VIA, 123 N. Medina St.
- E-mail the documents to me
- Mail the documents to me
- I request only to view the documents at VIA, 123 N. Medina St.

**This form is being provided to potential requestors as a helpful guide for composing an effective request for public information. Neither governmental bodies nor requestors should consider this form to be mandatory. However, you can create and submit a request for public information only by delivering it in writing to the Officer for Public Information via regular mail (123 N. Medina St., San Antonio, TX 78207), by dropping it off in person at 123 N. Medina St., or by sending an e-mail to publicinfo@viainfo.net.*