



Public Information Request (Open Records)

Public information requests for city records are to be filed with the City Secretary's office. Requestors are asked to complete an **Application for Public Information Request (PDF) form**.

A request can be submitted in one of four ways:

- Email requests can be submitted by completing the Public Information Request. Click on this link to complete online form.

- Personal appearance in the City Secretary's Office

Glenn Heights City Hall
1938 S. Hampton Road

- Request by mail – Mail the request to the following address:

City of Glenn Heights
Attn: City Secretary
1938 S. Hampton Road
Glenn Heights, Texas 75154

- Request by Fax shall be sent to 972-223-9307, Attn: City Secretary
*Requests not faxed to the number above will be considered an invalid request. Please use Application for Public Information Request form.

The requestor may complete an open records request form provided by the City or submit any other written documentation that provides the requestor's name and address, the requestor's telephone number and clear description of the documents or items requested.

For more information on the Texas Public Information Act, visit the State Office of the Attorney General's website. www.org.state.tx.us/opinopen/opengovt.shtml