



# CITY OF SUNRISE BEACH VILLAGE

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Sunrise Beach Village, Texas 78643-9283

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Chellie Stewart, Mayor  
Dan Gower, Mayor pro tem

Printed  
Name of Requestor: \_\_\_\_\_  
(Last Name                      First Name                      Middle Initial)

Identify Department:    Police Department       City Hall                       Personnel/Payroll                       Court  
(Select only one department per request)

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

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

E-mail (if any): \_\_\_\_\_

Description of Information Requested:  
Provide as much detail as possible INCLUDE DATES if possible:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note: The City has 10 business days to respond to your request to either provide the records and/or provide an explanation as to approximate date/time as to when the records may be reproduced. There are fees affiliated with all requests subject to Ordinance guidelines.**

<p><b>OFFICE USE ONLY:</b></p> <p>Date Request Received: _____ By whom: _____</p> <p>Actions taken: _____</p> <p>_____</p> <p>_____</p>
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Documents ready: \_\_\_\_\_ Informed requestor: \_\_\_\_\_

Date & Time requestor picked up documents: \_\_\_\_\_

Signature/Print Items Rec'vd: \_\_\_\_\_