



Palo Pinto County Clerk  
Janette K. Green  
Public Information Request Form

Today's Date: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Requestor: \_\_\_\_\_ Organization: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

**\*\*\*NOTE: If you need different formats for various dates, please complete a separate form for each request.\*\*\***

Date(s) requested: \_\_\_\_\_

Subject: \_\_\_\_\_

Format requested: \_\_\_\_\_ CD (Notepad or Excel or Audio)  
\_\_\_\_\_ Paper  
\_\_\_\_\_ Emailed if possible?  
\_\_\_\_\_ FTP (File Transfer Protocol)

**\*\*Per GC 552.221(d), the Clerk has 10 business days to respond to the request.**

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**(County Clerk use only)**

Date Received by Clerk: \_\_\_\_\_ Date IT Dept Notified: \_\_\_\_\_

Date Received from IT: \_\_\_\_\_ Date Request Completed: \_\_\_\_\_