



Phone: 817-489-2201
Website: www.newarktexas.com

Address: 209 Hudson St.
PO Box 156
Newark, TX 76071

Public Information Request (PIR) Application

Under Chapter 552 – Texas Public Information Act of the Government Code, I request the following information from the City of Newark. I understand that my request will be handled in accordance with the Public Information Act and the records requested will be provided within the ten (10) business days unless the records are considered confidential by law. I understand that every effort will be made to expedite my request but due to personnel demands and schedules, there may be times when the disclosure of the requested information may take the full ten (10) business days. In some cases, the Texas Attorney General may have to make a ruling on a request, when this happens, I will be notified that the request will take longer than the ten (10) business days.

Please specify as clearly as possible the particular information being requested. This may include the name of the document, time frame involved or the type of information. Please note that a request of “any and all information” is not sufficient as a description and will delay the process.

Information requested:

Requested By

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email Address: _____

Signature: _____

Please return the completed form to:

City of Newark
PO Box #156
209 Hudson Street
Newark, TX 76071

Email: courtclerk@newarktexas.com
Phone #: 817-489-2201
Fax #: 817-489-5202

*****Office Use Only*****

Date request was received: _____

Request received by: _____

How request was received: Fax Mail Email

Amount of fees assessed: _____

Date requestor was notified: _____

Signature and date of when picked up: _____

Amount paid and method of payment: _____