

Request for Public Records
Fort Bend County Emergency Services District #4

Name: _____ Date: _____

Address: _____ Zip: _____

Phone: _____

Description of Requested Records

Requestors Signature: _____

Documents of ten pages (total) or less will be provided at no charge; a fee of \$0.10 per page for anything over ten pages. The charge for labor costs incurred in processing a request for public information is \$15 per hour starting with the second hour of personnel time. The labor charge includes the actual time to locate, compile, and reproduce the requested information.

Applicant will be notified when records are available and may be emailed or picked up at the Fulshear Simonton Fire Department, Central Station located at 33301 FM 1093, Fulshear, Texas. Requested records not picked up within ten business days of notification will be destroyed.

FBCESD #4 Use:

Of Documents: _____ # Of Pages: _____ # Of Overhead Hours: _____

Total Fees: _____

Provider: _____ Date Requestor Contacted: _____

Records received by: _____

Signature: _____ Date: _____