

## Public Information Request Form

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You may print and submit this form or other Texas Public Information Act written requests by mail, personal delivery, fax, or e-mail to:

Helen Farabee Centers  
Attn: Public Information Request – Connie Johnston  
P.O. Box 8266  
Wichita Falls, Texas 76307  
recordsrequest@helenfarabee.org  
Fax: 940-397-3370

Requestor Full Name: \* \_\_\_\_\_

Organization (If Applicable): \_\_\_\_\_

Street Address: \* \_\_\_\_\_

City/State/Zip: \* \_\_\_\_\_

Primary Telephone Number: \* \_\_\_\_\_

Cell Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \* \_\_\_\_\_

Detailed description of your request: \* \_\_\_\_\_

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*\* Required field*

NOTE: Certain exceptions to disclosure of public information exist under the Texas Public Information Act. If Helen Farabee Centers believe that an exception to disclosure may exist regarding any requested information, it may seek an opinion from the Office of the Attorney General.