

PUBLIC INFORMATION REQUEST FORM

Human Resources Management Department

Step 1

Complete the Public Information Request Form on the next page.

Step 2

Send the form via:

- Email: Save the pdf file, then send via email to HRServices@traviscountytx.gov
- Mailing Address: 700 Lavaca St., Suite 420
Austin, TX 78701
P.O. Box 1748
- Fax Number: 512-854-4203

Step 3

Per Government Code § 552.221 (d), the Human Resources Management Department will respond to your request within 10 business days after the date of receipt.

SEE FORM BELOW



Human Resources Management Department
Travis County, TX (April 2019)

**PUBLIC INFORMATION
REQUEST FORM**

Requester's Name

Telephone Number

Name of Business

Address

(P.O. Box, Street, etc.)

(City)

(State)

(Zip Code)

Email Address

Select Contact Preference

Email

Phone

Mail

Description of Information

Written Request Attached?

Yes

No

Requester's Signature

Date