



Delia Briones Office of the County Clerk

Civil/Probate Division
**Public Information Act
Request Form**

Requestors Information:

Requestor's Name: _____
Preferred Contact Method: _____
Requestor's Address: _____ City: _____ State: _____ Zip: _____
Phone Number: _____ Email Address: _____
Amount not to exceed: _____

Information Requested:

Type of Record Requested:	Application of Probate Will	Order Admitting Will/Appointing	Original Will				
	Inventory	Order Approving Inventory	Oath	Proof of Death	Waiver	Bonds	MERP Certification
# of copies being requested: _____	Method of Delivery:	Pick-Up	USB	US Mail	CD	Email	Dropbox
<i>Please describe in detail the specific range of information being requested (Names, Events, Department, Dates, etc.)</i>							

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Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

The County Clerk's Office is **NOT** the custodian of environmental and tax records.