

NTG NORTH TEXAS
CD GROUNDWATER
CONSERVATION
DISTRICT
COLLIN COUNTY - COOKE COUNTY - DENTON COUNTY

Open Records Request Form

Complete the Open Records Request form below to request public information. The North Texas Groundwater Conservation District accepts written Open Records Requests in any legible format; this form is intended to be a guide to help expedite requests. *Make a copy of the form for your records.

Please note that there may be charges assessed depending on the type of request. In accordance with the Texas Public Information Act, the District will provide you with a written estimate of charges before undertaking any work on your request if the amount is over \$40. Call 903-786-3340 for questions about this form or requests for public information.

Please mail completed form to:
North Texas Groundwater Conservation District
Attn: Public Information Officer
P.O. Box 508
Gainesville, TX 76241-0508

Or you may fax your request to 903-786-8211 or e-mail your request to ntgcd@northtexasgcd.org

Please input your information below. Required fields are marked with an asterisk (*).

* Name _____

Company/Organization _____

* Mailing Address _____

* City _____ * State _____ * ZIP Code _____

* E-Mail Address _____ (E-Mail is the preferred form of communication)

* Phone Number _____ Fax Number _____

***Please state your document request below (attach additional pages if necessary):**

***Please indicate the format that you would like to receive the documents requested (e.g., by email (preferred), fax, mail, inspect the records at the District office, etc...):**
