



City of Rosenberg City Secretary's Office
2110 4th Street • Rosenberg, Texas 77471
Email: publicinfo@ci.rosenberg.tx.us
Phone: 832-595-3340 • Fax: 832-595-3333

PUBLIC INFORMATION REQUEST FORM

Name of Requestor: _____ Date: _____
Daytime Phone No.: _____ Fax No.: _____
Mailing Address: _____
City, State, Zip: _____
Email Address: _____

In what format do you wish to receive the information?

Mail Email Fax Pick up

I request to review or receive copies of the following public document(s):

Please return the completed form via email to
publicinfo@ci.rosenberg.tx.us or via fax **832-595-3333**

Notes:

- There is no requirement for a governmental agency to create new documents or answer questions; the City will search existing records for responsive information.
- Please specify dates or approximate dates of requested documents if known.
- If a cost is incurred, you will be notified of the charges prior to proceeding.
- The City has ten (10) business days to reply to your request.
- If the City requests clarification, and we do not hear back from you within 61 days, you must resubmit a new request.
- If this is a request for a Municipal Court record, please contact the Municipal Court at 832-595-3450.
- If this is a request for a Police Department record, please contact the Police Department at 832-595-3710.
- The City of Rosenberg Code of Ordinances are located on our website: www.ci.rosenberg.tx.us