

**ACC FORM DPR-01
REQUEST FOR PUBLIC INFORMATION**

All requests must be in writing and directed to:

Administrative Services
Alvin Community College
3110 Mustang Road
Alvin, Texas 77511
Building B Room B-202
Fax: (281) 756-3858 or Email: rhull@alvincollege.edu

Please print or type:

Name of Person Making Request:	
Address:	
City/State/Zip:	
Phone number:	
Date of Request:	
Signature:	

Detailed description of information requested: (please be as specific as possible; if additional space is needed, continue on back of form). *Please note that ACC is not required to create new information, perform legal research, or answer questions under the Texas Public Information Act.*

Information format (check one):

- Paper copies Electronic format (CD, DVD, etc.)

Transmission/Delivery format (check one):

- Email (if possible) U.S. Mail (additional charges may apply)
 In-person inspection at ACC Pickup upon notification

For ACC Office Use Only:

Date Request Received:	
Charges:	
Date Responsive Information Provided or AG ruling sought:	