



**Kyle Fire Department**  
**Hays County Emergency Services District #5**  
210 West Moore Street, Kyle, TX 78640  
(512) 268-3131 FAX (512) 268-6162

**Open Records Request Form**

The Texas Public Information Act (Texas Government Code, Chapter 552), gives you the right to access government records; the officer for public information may not ask you why you want them. All government information is presumed to be available to the public, although certain exceptions may apply. Governmental bodies shall release requested information as promptly as possible, unless the information is exempt from disclosure under the Public Information Act.

Fill out the Open Records Request form below to request Public Information. KFD/HCESD #5 accepts Open Records Requests in any legible format; this form is intended to be a guide to help expedite requests. Please make a copy of the form for your records. Call (512) 268-3131 with any questions regarding the form.

Please mail completed form to:  
Kyle Fire Department/HCESD #5  
210 W. Moore St.  
Kyle, TX 78640

You may also fax the completed form to: (512) 268-6162 or

Open Records (AKA Public Information Act) Requests should contain the following information (required fields are marked with an asterisk):

**APPLICANT INFORMATION**

**\*APPLICANT NAME**

**\*APPLICANT MAILING ADDRESS**

**\*CITY**

**\*STATE**

**\*ZIP CODE**

FIRM NAME (IF APPLICABLE)

**\*TELEPHONE**

**\*EMAIL ADDRESS:**

**APPLICANT'S PRINTED NAME**

**APPLICANT'S SIGNATURE**

**DATE**

**\*DESCRIPTION OF REQUESTED INFORMATION**

**OFFICE USE ONLY**

RECEIVED BY

COMMENTS