



Upper Trinity Regional Water District
PO Box 305 • 900 N. Kealy
Lewisville, TX 75057
informationrequest@utrwd.com

PUBLIC INFORMATION REQUEST

Please complete and submit by personal appearance, mail or email. This request must ask for records or information already in existence. The Texas Public Information Act does not require Upper Trinity to create new information, do legal research nor answer questions. Upper Trinity has 10 business days to respond to the request (day one is the first business day following receipt of the request). For more information and a list of applicable charges, please visit www.utrwd.com.

Date of Request: _____ Requested By: _____

Address: _____

City, State Zip: _____

Phone Number: _____ Email: _____

Description of Information Requested:

How would you like to be notified that your request is complete? _____

Signature

Date

Office Use Only

Date Request Received: _____

Date Response Issued: _____

Received By: _____

Response Issued By: _____

Fee Estimate: _____

Fee Collected: _____