



# Public Information Request

City of Johnson City  
303 E Pecan Street  
P.O. Box 369  
Johnson City, TX 78636  
Phone (830) 868-7111  
[www.johnsoncitytx.org](http://www.johnsoncitytx.org)

To process your request as quickly as possible, information needs to be as specific as possible. For information such as elevation certificates, building permits, certificates of occupancy or other building department related requests, provide lot number, address or business name. For police records, courts records, etc., provide the name, date of incident (if applicable), drivers license number (if applicable), social security number (if applicable), and information requested. **Requests will be provided as quickly as possible within ten (10) business days.**

Requestor Information			
Name:	_____		
Address:	_____		
City:	Country:	State:	Zip:
_____	_____	_____	_____
E-mail:	Phone:		_____
_____	_____		_____

Information Requested	
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Signature:	Request Date:
_____	_____

For Department Use Only:
For Department: _____
Date Received: _____
Date Completed: _____