

**BREWSTER COUNTY**  
**GROUNDWATER CONSERVATION DISTRICT**  
**Open Records Request Form**

Complete the Open Records Request form below to request public information. Please note that all persons requesting public information have the responsibility to:

- Submit a written request according to BCGCD's reasonable procedure
- Include accurate detail and description so the BCGCD can efficiently locate requested items
- Cooperate with the BCGCD's reasonable request to clarify the type or amount of information requested
- Respond promptly in writing to all written communications from the BCGCD
- Keep all appointments for inspection of records or for pick-up of copies

Please note that there may be charges assessed depending on the type of request. In accordance with the Texas Public Information Act, the District will provide you with a written estimate of charges before undertaking any work on your request if the amount is over \$40. Call 432-386-3437 for questions about this form or requests for public information.

Please mail completed form to:  
Brewster County Groundwater Conservation  
P.O. Box 465  
Alpine, TX 79831

Or e-mail your request [bcgwcd@gmail.com](mailto:bcgwcd@gmail.com)

**Please input your information below. Required fields are marked with an asterisk(\*).**

\* Name \_\_\_\_\_ \* Date \_\_\_\_\_

Company/Organization \_\_\_\_\_

\* Mailing Address \_\_\_\_\_

\* City \_\_\_\_\_ \* State \_\_\_\_\_ \* ZIP Code \_\_\_\_\_

\* E-Mail Address \_\_\_\_\_ (E-Mail is the preferred form of communication)

\* Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

\* Signature \_\_\_\_\_

**\*Please state your document request below (attach additional pages if necessary):**

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**\*Please indicate the format you would like to receive the documents requested (e.g., by email (preferred), mail, inspect the records at the District Office, etc...):**

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