



# REQUEST FOR PUBLIC RECORDS

Elections Department

Return to: **Toni Pippins-Poole, Elections Administrator**  
2377 N. Stemmons Frwy., Suite 820  
Dallas, Texas 75207

Date Stamp Here

**PLEASE PRINT ALL INFORMATION**

\_\_\_\_\_  
Name of Requestor

\_\_\_\_\_  
Name of Business or Person  
Represented by Requester

\_\_\_\_\_  
Address of Requester

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Cell/Alternate Number:

\_\_\_\_\_  
Daytime Phone

**X** \_\_\_\_\_  
**Date:**

**Requester's Signature**

**DOCUMENT(S) REQUESTED:**

*(Please include a specific and detailed description)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Documents are for:  Inspection  Copies  Inspection and Copies

OTHER  
NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>OFFICE USE ONLY:</b>	Date request was received: _____
Employee receiving request: _____	
DCED employee responding to request: _____	
Completion Date: _____	
<input type="checkbox"/> DCED Manager must accept this from from the requesting party.	

# REQUEST FOR PUBLIC RECORDS

## INSTRUCTION FOR USE OF THIS FORM:

1. Please write/print legibly.
2. Please state fully and plainly what you are requesting. Include the relevant type, name, date(s) and other specific information about your request that will allow the Elections Department to determine what you are asking for.
3. If you don't use this form, please ensure your request contains the same information asked for in the form.
4. Return your completed form to Toni Pippins-Poole, Elections Administrator, making sure it is received by a manager in the Elections Department. Mail or physically deliver to: 2377 North Stemmons Freeway, Suite 820, Dallas, Texas 75207. Fax forms to (214) 819-6301.
5. If your written request is vague, broad, changed it may delay completion of completing your request.
6. You may hand deliver your request, mail, fax, or email ([dallascountyvotes@dallascounty.org](mailto:dallascountyvotes@dallascounty.org)) it to the Elections Department. However, please make sure it is addressed as stated above.
7. To follow up on your requests, you may contact the Dallas County District Attorney's Civil Division office at (214) 653-3600.

Thank you,

Elections Department