

# McLennan County Elections Office Request for Information

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## Contact Information:

(This section will be completed by the requestor.)

Date Submitted: \_\_\_\_\_ (Note: office policy allows 10 days for requests to be completed.)  
(Note: office policy requires checks to clear before releasing data.)

Requestor's Name: \_\_\_\_\_

Requestor's Telephone Number(s): \_\_\_\_\_

Requestor's Email Address: \_\_\_\_\_  
(Only required if files are to be emailed.)

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## Requested Information:

(This section will be completed by the requestor.)

Detailed Description of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Cost Information:

(This section will be completed by the elections office.)

Detailed Description of Cost: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Payment Information:

(This section will be completed by the elections office.)

Total Payment Due: \_\_\_\_\_ Date Completed: \_\_\_\_\_

(Note: office policy allows 10 days for requests to be completed.)

Date Payment Received: \_\_\_\_\_

Payment Received By: \_\_\_\_\_

Type of Payment: \_\_\_\_\_ (Note: office policy requires checks to clear before releasing data.)