

*** PLEASE READ BEFORE SUBMITTING A REQUEST ***

- **You may request multiple items within one request.**
- **Traffic Accident Reports:**
You must provide 2 or more of the following details, in order to obtain the record without delay. Without the two or more details, the City will send a clarification request to you, or send the record to the Texas Attorney General's Office for authority to withhold the record.
 1. Date of the accident;
 2. Name of any person involved in the accident; and
 3. Specific address or the highway or street where the accident occurred.
- **Choose "Environmental Site Assessments" when requesting documents from 2 or more departments listed below; please specify what you need and include the location's physical address.**
 - Developmental Services:
Zoning violations, code violations and spills
 - San Antonio Fire Department:
Fires, fire inspection records, fire code violations, above and underground storage tanks, and chemical spills.
 - Health Department:
Routine food inspections, investigations of foodborne illness and reportable diseases, and complaints pertaining to restaurants and hotels/motels.
 - Transportation & Capital Improvements:
Environmental assessments and floodplain violations

For further information in regards to the Texas Public Information Act, you may visit the following website: <https://www.texasattorneygeneral.gov/open/index.shtml>