



Office Use Only
Account #: _____ - _____ - _____

City of Venus

Customer Request for Confidentiality

The Utility Department is a city-owned and operated utility; therefore, your water/sewer bill account information is considered public record under the Texas Public Information Act. However, a state law allows residential water/sewer customers to request that personal information and any information relating to water usage, billing amounts and payment records be kept confidential. Personal information includes your address, telephone number, and social security number.

The request for confidentiality must be submitted in writing using this form or by submitting a separate letter. Once the request is received and processed, the Utility Department will not release confidential information for that customer except to:

1. Government Officials,
2. Consumer Reporting Agencies,
3. Contractors or Sub-Contractors who need information to do their jobs,
4. Utility representatives, or
5. Individuals for whom the customer, who in writing, has waived confidentiality.
(People in this category will be **required** to show identification before the information will be released.)

Please check the appropriate box below. If you have questions, please call (972) 366-3348, ext. 201
Information will not be kept confidential until this completed and signed form is received and processed by the City of Venus Utility Department.

I hereby request that all personal information and any information relating to water usage, billing amounts, or payment records be kept confidential.
The following person(s) may have access to information on my account:

_____	_____
Name	Relationship
_____	_____
Name	Relationship

I **do not** wish to have my personal information kept confidential at this time.

Customer Address: _____

Customer Signature (Required) _____

Date: _____