

Hays Central Appraisal District



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Request for Information under Texas Public Information Act

The Texas Public Information Act allows the public the right of access to government information. The request must be for records or information **that already exists**. The Public Information Act does **not** require a governmental body to create new records, perform legal research or to answer questions. The requestor may ask to inspect records, obtain copies of records or both. Although most government information is available under the Act, some exceptions exist. You are not required to use the form below, but your request must be in writing.

Submit a written request that includes enough description and detail of the information you are requesting to allow us to accurately identify and locate the items.

Written requests submitted under the Texas Public Information Act may be submitted to us by mail, placed in the drop off box at our front door or emailed to pia@hayscad.com

Please print

Requestor's Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Email Address: _____ **Phone Number:** _____

Property or Quick Ref ID: _____

Appraisal Year(s) Subject to your Request: _____

Please provide a detailed description of the information you are requesting :

Requestor's Signature: _____ **Date:** _____