

Date Received

Work Order #



**La Salle County Appraisal District
Request for Information under Texas Public Information Act**

The Texas Public Information Act allows the public the right of access to all government Information. All persons who request Information must do so In writing submitting a written request that Includes enough description and details of the Information you are requesting" allowing the governmental body to accurately Identify and locate the Items which you are requesting. 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 as to inspect records, obtain copies of records or both. Although most government Information is available under the Act, some exceptions exist.

Written request submitted under the Texas Public Information Act may be submitted by mail, fax, e-mail, or in person to the following address:

**La Salle County Appraisal District
P. O. Box 1530
204 NE Lane St.
Cotulla, Texas 78014
Phone: (830) 879-4756 FAX: (830) 879-4067
EMAIL: OFFICE@LASALLECAD.COM**

Print Please

Name: _____
Address: _____
City: _____ State: _____ Zip code: _____
Phone Number: _____
Email: _____

Describe In detail the information you are requesting. Please include enough description of the Information you are requesting so that we may accurately identify those Items for you.

Please state your document request here: _____ Information only: _____ Copies of the following records: _____ # of Copies

*Year(s)
Requested* _____

Documents to be provide by: _____ Mail (Provide mailing address If different from above)

_____ Pick up In LCAD Office

Signature: _____ Date: _____

Approved by: _____ Contacted: _____

Completed By: _____