

**Hays
Central
Appraisal
District**



512-268-2522 ■ Lex Word Building ■ 21001 IH 35 ■ Kyle, Texas 78640 ■ Fax 512-268-1945

Request for Information under Texas Public Information Act

The Texas Public Information Act allows the public the right of access to government information. All persons who request information must do so in writing. Submit a written request that includes enough description and detail of the information you are requesting to allow the governmental body to accurately identify and locate the items. 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.

Written requests submitted under the Texas Public Information Act may be submitted by mail, fax, in person or emailed to info@hayscad.com.

Please print

Requestor's Name: _____

Mailing Address: _____

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

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

Describe in detail the information you are requesting. Please include enough description of the information you are requesting so that we may accurately identify and locate those items for you.

Property or Quick Ref ID: _____

Appraisal Year(s) Subject to your Request: _____

Detailed Description of the Records you are Seeking:

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