Dallas Central Appraisal District

Request for Information under Texas Public Information Act

PLEASE PRINT:
Requestor’s Name: PRINT

Mailing Address: ____________________________________________________________

City: __________________________ State: ______________ Zip Code: ______________

E-mail Address: __________________________ Phone Number: __________________

NOTE: All information that you submit with a public information request is subject to public disclosure as allowed under the Texas Public Information Act.

Describe in detail the information you are requesting. Please include enough description of the information you are requesting so that the governing body may accurately identify and locate those items requested. If your request cannot be determined, it will be returned to you for clarification. Attach a separate sheet to this form if necessary.

Property Address and/or Account Number(s): ______________________________________

Appraisal Year (s) Subject to Your Request: ______________________________________

Detailed Description of the Records Seeking (be specific): ____________________________

____________________________________________________________________________

____________________________________________________________________________

I understand that I must pay all applicable charges as allowed by the Texas Administrative Code. For more information on charges you may access the Texas Attorney General’s website link: https://texasattorneygeneral.gov/og/charges-for-public-information or visit the FAQs page on the DCAD Open Records webpage link.

Common Charges:

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard size page, 8.5 x 11 Over 50 pgs</td>
<td>$0.10/pg $0.10/pg + $15/hr Labor + 20% Overhead</td>
</tr>
<tr>
<td>CD</td>
<td>$1.00/ea</td>
</tr>
<tr>
<td>Programming</td>
<td>$28.50/hr + 20% Overhead</td>
</tr>
<tr>
<td>Postage</td>
<td>Actual Charges</td>
</tr>
</tbody>
</table>

Note: Visit the DCAD Data Products page for DCAD data that is available free of charge

☐ I wish to pick documents up   ☐ I wish documents to be mailed to address listed

☐ I wish to inspect documents. You will be notified to secure a mutual date and time for inspection at the DCAD.

***RESPONSIVE DOCUMENTS WILL NOT BE FAXED OR EMAILED***

Submit this form by mail, email, fax, or in person to:
Public Information Officer

Mailing Address: Dallas Central Appraisal District
2949 N. Stemmons Freeway Dallas,
Texas 75247

Return in person: to the above address, Customer Service Division
E-mail: openrecords@dcad.org Fax: 214-634-2518

REQUESTOR’S SIGNATURE: ____________________________ Date: ______________