Atascosa Central Appraisal District
1020 Bensdale Road Suite A
PO Box 600
Pleasanton, TX 78064

Subject: **Public Information Request**

The Texas Public Information Act, under Texas Government Code, Chapter 552, allows the public the right to access government information. All persons who request information must do so in writing. They must submit a written request that includes enough description and details of the information being requested; this allows the governmental body to accurately identify and locate the information 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 ask to inspect copies of records, obtain 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, e-mail or in person to the following individual:

Elizabeth Oliva
Public Information Officer
% Atascosa Central Appraisal District
1020 Bensdale Road Suite A
Pleasanton, TX 78064
Phone: (830)569-8326
Fax: (830)569-8342
Liz.Oliva@atascosacad.com

The request for the information will be complied with as soon as possible but will not exceed ten (10) working days.

Note: If the charges are unknown at the time of your request, you will be notified of the charges at the email address or address you have given. Check or cash for the estimated charges must be furnished within two (2) working days of the notice of the estimate, and prior to printing.