



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.



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**Request for Information**

Date:

\_\_\_\_\_ 1. Inspect

\_\_\_\_\_ 2. Receive copies of the following information:

(List the specific information and the number of copies. Please be specific so the records may be identified)

If I require copies of these records, I am prepared to pay a reasonable cost for copying the information requested.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_