



Public Information Request Form

Under the Texas Public Information Act (TPIA)

Instructions: Please complete this form to request access to or copies of public records. Be as specific as possible when describing the records you are seeking to ensure a timely and accurate response. Under the Texas Public Information Act, the Board has up to 10 business days to respond to this request.

Requestor Information

Full Name: _____

Organization/Company (if applicable): _____

Mailing Address: _____

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

Phone Number: _____

Email Address: _____

Details of the Request

Please describe the documents or information you are requesting. Include specific details such as names, dates, subject matter, or document types to help us locate the records. *(Attach additional pages if necessary).*

Delivery Preference

Please indicate how you would like to receive the requested records:

Email: Send records to the email address provided above.

Mail: Send physical copies to the mailing address provided above. *(Standard postage fees may apply).*

In-Person Pick Up: I will pick up the records from the administrative office once they are ready.

In-Person Inspection Only: I only wish to view the records at the administrative office and do not need copies at this time.

Acknowledgment of Potential Fees

I understand that under the Texas Public Information Act, I may be charged for the costs associated with gathering, redacting, and reproducing the requested documents. If the estimated cost exceeds \$40.00, I will receive an itemized statement of estimated charges before any work is completed.

Requestor Signature: _____

Date: _____

[For Office Use Only]

- **Date Received:** _____
- **Received By:** _____
- **10-Day Response Deadline:** _____
- **Action Taken:** _____