



**WEBB COUNTY APPRAISAL DISTRICT**  
**3302 CLARK BOULEVARD**  
**LAREDO, TEXAS 78043-3346**  
**PHONE: (956)718-4091 FAX: (956)718-3041**

## **OPEN RECORDS REQUEST FORM**

Texas Government Code Ch. 552 gives the public the right to obtain government records at a minimum charge. In accordance with the Public Information Act (Act) a request must be submitted **in writing**. A request under the Act should be made for information that is already in existence. The Act does not require a governmental body to create new records, perform legal research or answer questions. Requestors may ask to inspect records, obtain copies of records or both. Although most government information is presumed to be open to public disclosure, certain exceptions exist. It is the requestor's responsibility to cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested. Furthermore, it is also the responsibility of the requestor to make timely payments for all mutually agreed charges of the information requested. The intent of this form is to process open records requests under the Public Information Act more expeditiously. If you wish to email your request, please send it to [igonzaalez@webbcad.org](mailto:igonzaalez@webbcad.org).

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### **REQUESTOR'S INFORMATION** (PLEASE PRINT)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NO. \_\_\_\_\_ CELL NO. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

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### **REQUEST FOR INFORMATION** (PLEASE PRINT)

*Please include a detailed description of the information you are seeking, so that we may expedite your request promptly.*

PROPERTY ADDRESS \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_

PROPERTY ID \_\_\_\_\_ GEO ACCOUNT \_\_\_\_\_

**(Please write your request in the blank space below)**

### **PREFERRED METHOD OF DELIVERY** (Please note, charges incurred must to be paid before delivery of records)

PICK UP IN PERSON     MAIL     FAX     E-MAIL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date