



**Public Information Act (PIA) request**

Requestor's Name: \_\_\_\_\_  
Requestor's Mailing Address: \_\_\_\_\_  
Requestors Email: \_\_\_\_\_  
Requestor's Phone #: \_\_\_\_\_  
Date: \_\_\_\_\_

Include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested.

Description of requested information, include all account numbers and property addresses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subchapter F of the Public Information Act, sections 552.261 through 552.275, generally provides for allowable charges for copies of and access to public information. Example of possible charges are below.

- Labor charge \$15.00 an hour
- Programming charge \$28.50 per hour
- CD \$5.00
- Copy per page \$.10

Select an option for delivery of Requested Information (mark with an X):

To be picked up at TAD office  
 To be emailed  
 To be sent to Requestor's Mailing Address

Please review the PIA Poster for additional information.

