



McLennan Central Appraisal District

315 S 26th Street
Waco, TX 76710
Phone: 254-752-9864

PUBLIC INFORMATION 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 mcadmail@mclennanacad.org.

REQUESTOR'S INFORMATION: (PLEASE PRINT)

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE NO. _____ CELL NO. _____

EMAIL ADDRESS _____

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 E-MAIL

Signature_____
Date