



Zavala County Appraisal District Request for Information under the Texas Public Information Act

The Texas Public Information Act allows the public the right of access to government information. All persons who request information must do so in writing, submitting a written request that includes enough description and details of the information you are requesting, allowing the governmental body to accurately identify and locate the items 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 records, obtain copies of records or both. Although most government information is available under the Act, some exceptions exist. Fees for this information can be determined after the scope of the request is analyzed. Written requests submitted under the Texas Public Information Act may be submitted by mail, fax, email or in person to the following:

**Zavala County Appraisal District
323 W. Zavala St. Crystal City, TX 78839-3240
Phone: (830) 374-3475 Fax: (830) 374-3076 Email: zavalacad@zavalacad.com**

Please Print

Requestor's Name: _____

Mailing Address: _____

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

Email address: _____ **Phone Number:** _____

Describe in detail the information you are requesting. Please include enough description of the information you are requesting so that we may accurately identify and locate those items for you.

Property or Property ID. number(s): _____

Appraisal Year(s) subject to your request: _____

Detailed description of the records you are seeking: _____

Requestor's Signature: _____