



# PUBLIC INFORMATION REQUEST



All requests for public information must be submitted in writing. You may use this form, or you may submit a written request for information via email to [public.information@trec.texas.gov](mailto:public.information@trec.texas.gov) or via regular mail to TREC/TALCB Public Information Request, P.O. Box 12188, Austin, Texas 78711-2188.

***This form is to be completed by the person making the request.***

1. Date: \_\_\_\_\_

2. Requestor's Name: \_\_\_\_\_

**3. Requestor's Contact Information:**

Email Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**4. Description of the Information Requested:**

*\*Please be as precise as you can. Include document titles, dates, license or file numbers, if available.*

Name of License Holder: \_\_\_\_\_ License Number: \_\_\_\_\_

Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Exceptions to Disclosure:**

In most instances, a governmental body is required to request a decision from the Attorney General in order to withhold information from a requestor. The Attorney General will review the matter and issue a decision, usually within 45 days. However, a requestor may permit a governmental body to redact information without requesting an Attorney General decision. You are not required to agree to the redaction of any information responsive to your request, but doing so may streamline the handling of your request.

Do you agree to the redaction of information that is confidential by law or otherwise subject to an exception to disclosure?

YES  NO

**6. Delivery Method:**

*\*Your choice of delivery method may affect the cost of providing the information to you. Choose only one.*

Send me electronic copies via email or other digital media  Send me paper copies by mail  View documents in person

**Important! Please Read.**

If the information requested is unclear or if a large amount of information is requested you may be contacted to discuss clarifying or narrowing your request. There may be charges associated with production of the requested information. You may find more information regarding the charges under the Public Information Act [HERE](#).