



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, via fax to (512) 936-3798, or via regular mail to TREC/TALCB Public Information Request, P.O. Box 12188, Austin, Texas 78711-2188.

The section below is to be completed by the person making the request.

1. Date _____	2. Requestor's Name _____
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3. Requestor's Contact Information:

Email Address _____

Mailing Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Fax Number _____

4. REQUEST FOR INFORMATION: Please describe the information you are requesting. Include document titles, dates, license or file numbers, if available.

NAME OF LICENSE HOLDER: _____ LICENSE NUMBER: _____

Description of Information Requested:

5. DELIVERY METHOD: Please tell us how you would like to receive the information you have requested. Your choice of delivery method may affect the cost of providing the information to you. **CHOOSE ONLY ONE.**

View documents in person Pick up documents in person Send me paper copies by mail

Send me paper copies by fax Send me electronic copies via email/CD/or other digital media

Important! Please Read.

We will "promptly" respond to your request for information, but the time it takes us to respond will depend on the amount of information you have requested.

PLEASE NOTE: There may be a charge for providing copies or access to public information. Authority for these charges may be found in Chapter 552, Texas Government Code. A list of possible charges may be found in Title 1, Chapter 70 of the Texas Administrative Code. More information about these charges may be found on the Texas Attorney General's website at <https://www.texasattorneygeneral.gov/og/charges-for-public-information>. If the cost of responding to your request exceeds \$40, we will provide you a written estimate of the charges. You must respond to the written estimate of charges within 10 days or your request will be considered withdrawn. If the cost of responding to your request exceeds \$100, we will require prepayment.