



Navarro Central Appraisal District
Request for Information under Texas Public Information Act

Please Print: _____

Requestor's Name: _____

Mailing Address: _____

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

E-mail Address: _____ **Phone:** _____

*NOTE: All information that you submit with a public information request is subject to public disclosure as allowed under the Texas Public Information Act.

Describe in detail the information you are requesting. Please include enough description of the information you are requesting so that the governing body may accurately identify and locate those items requested. If your request cannot be determined, it will be returned to you for clarification. Attach a separate sheet to this form if necessary.

Property Address and/or Account Number(s): _____

Appraisal Year (s) Subject to Your Request: _____

Detailed Description of the Records Seeking (be specific): _____

I understand that I must pay all applicable charges as allowed by the Texas Administrative Code. For more information on charges you may access the Texas Attorney General's website link: <https://texasattorneygeneral.gov/og/charges-for-public-information> or visit the FAQs page on the NCAD Open Records webpage link.

Common Charges:

Standard size page, 8.5 x 11	\$0.10/ pg
Over 50 pgs	\$0.10/ pg + \$15/hr labor +20% Overhead
CD	\$1.00/ ea
Electronic Tax Roll	\$40.00
Mailing List with Owners Name & Address/ Prop ID	\$40.00
Specific Area List	\$25.00
Programming	\$28.50/hr + 20% Overhead
Postage/ Envelope Charge	\$
Total Charge:	\$

☐ I wish to pick documents up ☐ I wish documents to be mailed to address listed

☐ I wish documents to be loaded to FTP Site: _____

☐ I wish to inspect documents. You will be notified to secure a mutual date and time for inspection at the NCAD.

Submit this form by mail, email, fax, or in person to:

Mailing Address: Shannon Vasquez, Public Information Officer
Navarro Central Appraisal District
1250 N 45th Street
Corsicana, TX 75110

Return in person: to the above address, Customer Service Division

E-mail: general.info@navarrocad.com **Fax:** 903-872-3157

Requestor's Signature: _____ **Date:** _____