



Open Records Request

Send Completed Form To:

Fort Bend Central Appraisal District
Attn: Public Information Officer
2801 B.F. Terry Blvd.
Rosenberg, TX 77471-5600
Questions? Call 281-344-8623
Email: openrecords@fbcad.org

***Print Legibly Or Type**

Requestor Name: _____

Company/Organization: _____

Type of Requestor: _____

Mailing Address: _____

City: _____ State: _____ ZIP code: _____

E-Mail Address: _____ Phone Number: _____

Appraisal Years Subject to Request: _____

Information Requested: _____

Property Address(es)/ID Number(s): _____

Under the Public Information Act, some categories of information do not have to be released. Exceptions to disclosure fall into two general categories: 1) mandatory exceptions that make information confidential and require a governmental body to withhold information (for example: Sales Price/ Confidential Ownership information), and 2) discretionary exceptions that allow but do not require a governmental body to withhold information.

In most instances, a governmental body is required to request a decision from the Attorney General in order to withhold information from a requestor. 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. If you agree to redactions in this request, then you may request the redacted information in a future information request.

YES NO **Do you agree to the redaction of information that is subject to mandatory exceptions, provided such redactions are clearly labeled on the information you received?**

YES NO **Do you agree to the redaction of information that is subject to discretionary exceptions, provided such redactions are clearly labeled on the information you receive?**

Charges for Public Information

Appeal Packets (Free)
Account Research: \$15.00/Hour
(Minimum: 15 Minutes + \$0.10/Page)

Charges for Copies

B&W Copy 8.5x11: \$0.10/Page (First 10 Pages: Free)
Color Copy 8.5x11: \$0.50/Page (First 2 Pages: Free)
B&W Copy 11x17: \$0.50/Page
Color Copy 11x17: \$0.75/Page

Electronic Data Requests

Computer Programming Time: \$28.50/Hour
Research Time: \$15.00/Hour (Minimum 15 Minutes)
Overhead Charges: 20% of Labor Charges

ARB Hearing Audio on CD: \$1.00/Hearing
ARB Video CD: \$3.00/Hearing
Request of Map Creation: \$15.00/Hour + Size & Materials
(Each Additional Map Copy: \$7.50 - \$15.00, Dep. On Size)

Method of Delivery

- Pick Up
- Email
- Postal Mail *(Additional Postage Charges May Apply)*

Requestor's Signature

Date