



818 S. FLORES ST. ▼ SAN ANTONIO, TEXAS 78204 ▼ 210-477-6027 ▼ www.saha.org

Legal Department

## Public Information Request Form

Texas Public Information Act

Texas Government Code, Chapter 552, gives you the right to access government records, and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

**Please fill out the following with your information to request a record:**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Last 4 digits of resident Social Security Number (if applicable): \_\_\_\_\_

Property/Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Provide a brief description of the requested documents:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: Please deliver or mail completed forms to: 818 S. Flores, San Antonio, TX 78204, Attention: Legal Department. For questions regarding record requests, please contact us at (210) 477- 6027.**