



HENDERSON COUNTY APPRAISAL DISTRICT

OPEN RECORDS REQUEST

Requestor's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

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. Please attach a separate sheet to this form if necessary.

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

Appraisal Year(s) Subject to Your Request: _____

Please Include a Detailed Description of the Records Seeking (be specific):

All requests will be made in writing to ensure accuracy. In depth custom lists, data rolls, or maps will be priced on a case-by-case basis. All prices include mailing cost. Charges for information requiring outside assistance or expertise will reflect charges incurred by the outside assistance or expertise. **Please include what format you would like your files in including sort order, Alpha or Geographic order.** Large subdivisions or custom lists/maps that require an excessive amount of supplies to print will incur more cost based on the use of supplies.

****Paper, CD, or Flashdrive charges may be increased if large file size.****

All Records Requests **MUST** be Made in Writing to Ensure Accuracy

PRICE LIST

Parcel Cards	.25 per account
8 ½ x 11 (standard) Black/White	\$1.00 per map (photocopies of maps or plats)
11 x 17 Black/White maps	\$2.00 per map
11 x 17 Color Maps	\$4.00 per map
18 x 24 (Grid Map, House Plans) Black/White	\$5.00 per map/page
18 x 24 (Grid Map) Color	\$10.00 per map
24 x 36 Color Map	\$12.00 per map
32 x 36 Color Map	\$25.00 per map
34 x 60 Color Map	\$15.00 per map
40 x 60 Color Map	\$20.00 per map
Henderson County Shapefiles (ESRI MAP)	\$40.00 Shapefiles
Subdivision Data Roll (Specify FORMAT)	\$10.00 electronic/\$15.00 paper or CD**
Basic Custom List	\$10.00 electronic (export)/\$15.00 paper or CD
Henderson County Data Roll (Specify FORMAT)	\$35.00 pdf on CD or export files
ARB File (includes audio)	\$20.00 electronic/\$25.00 paper & CD

Please select records request delivery method below.

- I wish to pick up documents
 Email my records
 Mail documents to me
 Upload records to FTP site (MUST include URL., Username and Password)
 I wish to inspect documents (HCAD will notify you to secure a mutual date and time for inspection)

*****RESPONSIVE DOCUMENTS WILL NOT BE FAXED OR EMAILED*****

Email Address	hcad@hcadtx.org
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Mailing Address	Henderson County Appraisal District Attention: Open Records P.O. BOX 430 Athens, Texas 75751
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Hand Deliver	Henderson County Appraisal District District Attention: Open Records 1751 Enterprise St., Athens, TX 75751
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FAX Delivery	(903) 675-4223
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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/chargesfor-public-information>.

Requestor's Signature: _____

Date: _____

OFFICE USE ONLY

Date Received:	Date Completed:
Initials:	Initials: