



ANNETTE RAMIREZ

Tax Assessor-Collector & Voter Registrar
www.hctax.net

Open Records Request Form

Request for records maintained by or for the Harris County Tax Office

NOTE: Tax records and voter registration records are available online at www.hctax.net without a Request for Open Records.

In accordance with the Texas Public Information Act, Texas Government Code Annotated Section 552.001 et seq., I am requesting inspection of and/or duplication of the following records maintained by or for the Harris County Tax Office.

Name: _____

Street: _____ **City:** _____

State: _____ **Zip:** _____ **Phone:** _____

Email: _____

I understand that I am to receive a statement of estimated charges in advance of work being started when charges are expected to exceed \$40. I understand that I may be required to post a cash bond prior to inspecting or receiving copies of the requested information should the estimated cost of complying with the request exceed \$100.00. I certify that I am the individual listed above and understand the statements contained herein.

Records requested:

Signature

Date

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The Harris County Tax Office will seek a Texas Attorney General's opinion to exclude legally confidential information contained in the documents requested. This process will take no less than an additional 45 days. However, if you agree to the exclusion of confidential information from your request, the opinion will not be required, and the 45 day minimum delay will be avoided.

I agree to exclude confidential information from my request.

Signature

Date

Mail to: Harris County Tax Office, P. O. Box 2109, Houston, Texas 77252-2109

or fax to: 713-437-4561

Please do not include open records requests with any other Tax Office correspondence.