

OPEN RECORDS REQUEST FORM

Please complete the following form in order to obtain information from:

Lamar County Appraisal District
521 Bonham
P O Box 400
Paris, Texas 75461-0400

Date _____ Phone _____

Name _____

Mailing Address _____

Email _____

Describe in detail the information you are requesting. Please include enough information so we can provide you with the right information. If your request cannot be determined, it will be returned to you for clarification.

Property Address and/or Property ID #: _____

Detailed description of the records you are seeking (be specific): _____

I request the information be sent in the following form (check one)

Email CD US mail FTP (include information above or attach) Will Pick up

Requestor's Signature: _____ Date _____

BREAKDOWN OF CHARGES AND SERVICES:

Photocopy of each page of a standard letter or legal size document

8 1/2X11	\$.50 per page
8 1/2X14	\$1.00 per page
11x17	\$3.50 per page

Oversized prints from plotter

11x17	\$10.00 per page
18x24	\$20.00 per page
24x36	\$30.00 per page
36x42	\$40.00 per page

Standard Data Processing Request

ARB Hearing Audio on CD	\$1.00/each
Information on a CD, emailed, or mailed	\$33.20 each <i>(until Dec 31, 2016)</i>
	\$50.00 each <i>(starting Jan. 1, 2017)</i>
GIS inquiries	\$50.00 each

THIS FORM MUST BE PRESENTED AND PAID BEFORE DOCUMENT(S) CAN BE PROCESSED

FYI.....

Many of our appraisal, collection and GIS data files are available for download on our website www.lamarcad.org (**Free of charge**)

Statement of accounts, appraisal cards and maps are **No** charge to Property Owner's information of their property.

All requests for Public Information will be processed in the order it was received and will receive a response within ten business days. The day for processing starts on the first business day after the day it was received. Weekends and holidays are not counted as business days.

Certain records are confidential according to the Texas Property Tax Code and the Public Information Act and will be withheld from release. Sales data is no longer available to the public (excluding property owners or their agents for use at their protest hearings once a formal protest has been filed).

For Appraisal District Use Only

Request Received Date Stamp:

Due Date: _____

Completed Date: _____

Completed By: _____