

## OPEN RECORDS REQUEST

Please complete the following form in order to obtain information from Bowie Central Appraisal Dist.

Requestor's Name \_\_\_\_\_

Requestor's Mailing Address \_\_\_\_\_

\_\_\_\_\_  
City, State Zip

Date of Request \_\_\_\_\_

Requestor's E-mail Address \_\_\_\_\_

Requestor's Contact Phone Number \_\_\_\_\_

Please list the EXACT information that you would like to obtain, and the format that you would like for the information to be generated. Please note, that all formats requested are not necessarily available.

### **BREAKDOWN OF CHARGES:**

Photocopy of each page of a standard letter or legal size document	.25¢
Color Copy	.50¢

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Photocopy of each page of a standard letter or legal size document which contains more than 50 pages, clerical time of \$15.00 per hour plus a 20% overhead charge is added to the copying fees due  
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Computer printed copy of each page of a document, record or account (screen print)	.25¢
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Standard Data Processing Request including information on a CD	\$25.00
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TOTAL COST DUE \$ \_\_\_\_\_

**THIS FORM MUST BE PRESENTED BEFORE DOCUMENT(S) CAN BE RELEASED**

Details and Format of requested information:

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Signature of Requester: \_\_\_\_\_

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