

# Harris County ESD No. 46 Atascocita Fire Department

## PUBLIC INFORMATION ACT REQUEST FORM

Harris County Emergency Services District No. 46 has designated specific, exclusive channels for receiving official written requests for public records. To legally trigger the statutory timelines and guarantee processing, your request must be submitted via one of the three designated channels below. Requests submitted via any other email, text, or verbal format will not be recognized.

<b>1. DESIGNATED EMAIL</b> pia-requests@avfd.com	<b>2. UNITED STATES MAIL</b> Public Information Officer Harris County ESD No. 46 18425 Timber Forest Drive Humble, TX 77346	<b>3. IN-PERSON HAND DELIVERY</b> Administrative Headquarters Harris County ESD No. 46 Public Information Officer 18425 Timber Forest Drive Humble, TX 77346  <i>(Mon-Fri 9:00 AM - 4:00 PM)</i>
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### 1. Requestor Information (Please Print Clearly)

<b>Full Name:</b>	
<b>Company/Organization:</b>	
<b>Mailing Address:</b>	
<b>City, State, Zip:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	

### 2. Detailed Description of Requested Records

Pursuant to the TPIA, please identify the specific, existing documents, reports, or data sets you are seeking. Be as specific as possible (include incident dates, report numbers, address locations, or individual names where applicable). *Note: The District is not legally required to answer questions, perform research, or create new documents.*

### 3. Desired Format & Delivery Method

**Electronic Copy via Email** (Sent to address provided above)

**Paper Copies via US Mail** (Standard copying/postage fees apply)

**On-Site Physical Inspection Only** (No copies requested)

**Other Format** (CD, Flash Drive - subject to actual material costs)

### 4. Fee Notification and Requestor Acknowledgement

In accordance with Title 1, Part 3, Chapter 70 of the Texas Administrative Code, Harris County ESD No. 46 may charge for costs associated with processing public information requests (including labor charges for requests over 50 pages or requiring extensive manipulation, copying fees at \$0.10 per page, and actual material costs). If the estimated charges for fulfilling your request exceed \$40.00, the District will provide you with a written itemized cost estimate. You will then have 30 days to accept the charges or modify your request in writing, or it will be considered automatically withdrawn under Texas law.

**I agree to pay lawful fees associated with this request up to \$ \_\_\_\_\_** (If blank, you will be notified if costs exceed \$40.00).

<b>Signature of Requestor</b>		<b>Date Signed</b>