

Cooke County Appraisal District

201 North Dixon
Gainesville, TX 76240
940-665-7651
www.cookecad.org

Open Records Request

The Texas Public Information Act allows the public the right to request access to government information. All persons who request information must do so by submitting a written request that includes enough description and detail of the information you are requesting allowing the appraisal district staff to accurately identify and locate the items which you are requesting.

Notice: Payment is required to be received before the information can be sent in accordance with Texas Government Code and Texas Property Tax Code. Some data may be confidential as stated in the Property Tax Code.

If your request is out of the scope of staff filling it and will require help from our software vendor you will be notified if there is any additional cost.

All completed requests are **FINAL** and **NON-REFUNDABLE**. It is the responsibility of the purchaser to understand the data file being purchased.

If the quoted charge for the information exceeds the amount you are able to pay the alternative less costly method would be to inspect the data at the appraisal district. District staff will make copies of the information you find meets your needs. There is a charge for copies.

All requests for Public Information must be in writing to protect the rights of the requestor as well as the rights of the appraisal district. Your request may be received by email or regular mail. The attached form **MUST** accompany your request.

Requests are processed in the order they are received.

COOKE COUNTY APPRAISAL DISTRICT

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Open Records Request Cooke County Appraiser District

Date: _____

Requestor: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone Number: Business Number _____

Cell Phone Number _____

Email Address: _____

TYPE OF INFORMATION REQUESTED (Please circle one of the 4 listed and a format.)

- a. Certified Real Property appraisal roll
- b. Certified mineral roll
- c. Complete Certified Roll. Includes real, mineral and personal property.
- d. Complete Current Tax Roll.
- e. Delinquent Tax Roll.
 - 1. Export file with layout
 - 2. In pdf format
- f. GIS parcel layers
 - 1. Export file with layout
 - 2. List of accounts with information to link to your GIS (This will cost more as we may have to request help from our software vendor.)
- g. Other information, please be specific on what information you want.

- h. How would you like to receive the requested information?

