

# Application for Public Information

Pursuant to the Texas Public Information Act, Chapter 552 of the Texas Government Code as amended, application is hereby made to the custodian of information for the Elections Division, Office of the Secretary of State, to produce for inspection or duplication, or both, the following items(s):

(PRINT DESCRIPTION OF REQUEST BELOW)

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*Failure to provide a clear and specific request of the documents/ information requesting may result in the delay of your request.*

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

Printed Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/ST \_\_\_\_\_ / \_\_\_\_\_ Zip \_\_\_\_\_

PH: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ C: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

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Please note: An application must be completed for each item requested.

## Return Application for Public Information to:



Elections Division  
Office of the Secretary of State  
P.O. Box 12060  
Austin, Texas 78711  
Email: [elections@sos.texas.gov](mailto:elections@sos.texas.gov)  
PH: 800-252-8683 (VOTE)

INTERNAL STAMP DATE  
RECEIVED:

**The Elections Division, Office of the Secretary of State has 10 business days from the receipt date to process the request. Additional information of the Public Information Act and cost rules available Texas Administrative Code, Title 1, Part 3, Chapter 70.**

### **Application for Public Information Instructions:**

Please complete the form on the reverse side to clearly identify the specific information and/or data requesting from the Elections Division, Office of the Secretary of State. Failure to provide a clear and specific request of the documents/ information requesting may result in the delay of your request. If your request is specific to a TEAM Statewide Voter Registration query please complete the Public Information Request form specific to that purpose in order to define the parameters of the request search (see staff for additional information on receiving that form).

### **Common Charges of Public Information Requests:**

<b>Description</b>	<b>QTY x Price</b>
Plain copies of hard copies. <i>Charges apply to hard copies which total over 100 pages</i>	per page x \$0.10
Statewide Voter Search (Government Code Section 405.031(b))	1 x \$5.00
Official Certificate (Government Code Section 405.031)	1 x \$15.00
*Statement of Officer - Certified (Government Code Section 405.031)	1 x \$16.00
*Oath of Office - Certified (Government Code Section 405.031)	1 x \$16.00
TEAM Statewide Voter Registration Query – please complete the <a href="#">Public Information Request form</a> specific to the TEAM Statewide VR system.	Depending on Request Parameters

\*Under our current charge policy and as per the Government Code Section 405.031, if you wish to receive a ***certified*** copy of the oath of office/ a statement of officer, the fee is \$15.00 per certified statement in additional to \$1.00 per record page.

Important to note the table of “Common Public Information Request Charges” listed above is ***NOT*** exclusive and depending on the request determines the final cost, if any of the request. Once the requestor submits the request our office will respond with a cost estimate of any charges prior to processing the request.

Should you have any questions about this process you may contact 800-252-8683(VOTE) or email [elections@sos.texas.gov](mailto:elections@sos.texas.gov).