



Dyana Limon-Mercado

County Clerk

www.countyclerk.traviscountytx.gov

Open Records Request Form

Request for records maintained by or for the Travis County Clerk

NOTE: Many County Clerk documents (such as real property transactions, business names, marriage licenses; documents used in the County's Probate, Civil, and Misdemeanor court proceedings; and Election results) are available online at www.countyclerk.traviscountytx.gov without a Request for Open Records.

In accordance with the Texas Public Information Act, Texas Government Code Annotated Section 552.001 et seq., I am requesting inspection of and/or duplication of the following records maintained by or for the Travis County Clerk.

This request is for County Clerk division (select one): Civil Commissioners Court Minutes
 Elections General Misdemeanor Probate Recording

Name: _____ Email: _____

Street: _____ City: _____

State: _____ Zip: _____ Phone: _____

Preferred Manner of Document Delivery: Email Standard Mail On-site Inspection (by appointment only)

I understand that I am to receive a statement of estimated charges in advance of work being started when charges are expected to exceed \$40. I understand that I may be required to post a cash bond prior to inspecting or receiving copies of the requested information should the estimated cost of complying with the request exceed \$100.00. I certify that I am the individual listed above and understand the statements contained herein.

Signature

Date

Records requested (include date range, delivery format, and specific election date as applicable):

The Travis County Clerk will seek a Texas Attorney General's opinion to exclude legally confidential information contained in the documents requested. This process will take no less than an additional 45 days. However, if you agree to the exclusion of confidential information from your request, the opinion will not be required, and the 45 day minimum delay will be avoided. Further, the information obtained from this request shall not be used in connection with advertising or promoting commercial products or services. I, the undersigned, do state that information obtained in connection with this request will not be used for such purposes.

I agree to exclude confidential information from my request and shall not use this information in connection with advertising or promoting commercial products or services.

Signature

Date

By mail: Travis County Clerk, P. O. Box 149325, Austin, TX 78714 or

By email: Open.Records.TCClerk@traviscountytx.gov or

In person: 5501 Airport Blvd., #100 or 1000 Guadalupe St, #120 or 200 W 8th St, #145 in Austin, TX

Please do not include open records requests with any other County Clerk correspondence.