



Bexar Appraisal District Request for Information under Texas Public Information Act

All persons requesting information must do so in writing with enough description and details of the information being requested.

The request must be for records or information that already exists. The Public Information Act does not require a governmental body to create new records, perform legal research or to answer questions. The requestor may ask to inspect records, obtain copies of records or both. Although most government information is available under the Act, some exceptions exist.

Written requests may be submitted by mail, fax, e-mail or in person to the following individual:

Yesica Antu-Sanchez
Records Management Officer

Bexar Appraisal District
411 North Frio, San Antonio, Texas 78207
Phone: (210) 242-2501 Fax: (210) 242-2455 E-mail: openrecords@bcad.org

A response will be provided as promptly as possible but no later than the 10th **business** day.

Please Print

Requestor's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

E-mail Address: _____ Phone Number: _____

Provide the address or property id or geographic id or legal description or owner name of the subject parcel so that we may accurately identify and locate records.

Our agency does not have records before 1983. What appraisal year(s) do you need after 1983? _____

All requests for confidential information without the proper authority or applicable statute for release are sent to the office of the Texas Attorney General for review. The office of the Texas Attorney General provides all parties a response in approximately 45 days.

Texas Administrative Code Section 552.149 makes sales data confidential. Sales data will be released in accordance with Tax Code 41.461(2) on the active protest for only the tax year under appeal.

Do you seek confidential records from our agency? eg: sales data, income data, date of birth, social security numbers, driver's license number, medical records, e-mail address? Yes _____ No _____

Are you authorized to receive confidential information (if requested) for the subject parcel(s)? Yes _____ No _____

Detailed description of the records you seek: _____

Requestor's Signature: _____

Charges for Copies of Public Information

ARB Hearing Audio Recordings

CD contains native .wav file format; audio hearings are not transcribed:\$9.50/each.

Paper Copies

Standard Size Copies* (8 1/2 x 11)..... \$0.10/each

*If the request involves more than 50 pages of records, clerical time of \$15.00/hour plus a 20% overhead charge will be accrued in addition to the copying fees.

Electronic Data*

The Bexar Appraisal District provides electronic administrative and geographic information on CD and DVD. All completed transactions are **final** and **non-refundable**. Bexar Appraisal District provides all products "as is" without warranty of any kind. Products/data may include inaccuracies or typographical errors. The Bexar Appraisal District is not responsible for any errors or omissions.

Appraisal Data Information DVD.....	\$11.50
Property Summary Export DVD.....	\$11.50
GIS Public Data DVD.....	\$11.00

***Please note that the prices for our electronic data reflect the price for the most current export available. Additional fees will apply should a request call for a historical data export or an unscheduled update to the Appraisal Data Information or Property Summary Export.**

You can download the most recent, current year **appraisal data export, property summary export or GIS data** from our FTP server. Please state you want FTP server access and provide an e-mail address to receive the login information. All prior year exports can be purchased on DVD for \$11.50 each year, each export dataset.

- ❖ Appraisal Information for the current year, in addition to the last five appraisal years, can be found on our website, www.bcad.org. Information for years prior to what is available on the website can be obtained by submitting a Request for Public Information. Please note that our records start in 1983.
- ❖ For records before 1983, please contact the Archives Department of the Bexar County Tax Office at (210) 335-6595.
- ❖ Copies of recorded deeds and plats cannot be obtained through the Bexar Appraisal District. Please contact the County Clerk's office at (210) 335-2225.
- ❖ **The 80th Texas Legislature added Section 552.149 to the Texas Government Code. This law, effective June 18, 2007, excepts from disclosure information concerning property sales, descriptions, characteristics, and other related information provided by private entities to appraisal districts. This information may be disclosed to property owners or their agents for use at their protest hearings. Due to this law, sales data is confidential.**

