



ELLIS COUNTY ELECTIONS DEPARTMENT

09-2023

Public Information Request

Texas Gov't Code, Ch. 552: A governmental body has up to 10 business days to respond to PI Requests.

<p align="center">Requestor Information:</p> <p>Date of Request: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>City, St, Zip: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p align="center">Detail of Requested Information:</p>
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Information that is confidential by law, either constitutional, statutory, or judicial decision, is excepted from public disclosure. Do you agree to the redaction of information that is subject to exceptions under the Texas Public Information Act (Tex. Gov't Code, ch. 52) Yes No.

Texas Election Code relating to Voter Lists:

§ 18.009. UNLAWFUL USE OF INFORMATION ON REGISTRATION LIST.

- (a) A person commits an offense if the person uses information in connection with advertising or promoting commercial products or services that the person knows was obtained under Section 18.008.
- (b) An offense under this section is a Class A misdemeanor.

Acts 1985, 69th Leg. Ch 211, §1 eff. Jan 1, 1986. Amended by Acts 1997, 75th Leg. Ch 864, §12 eff. Sept 1, 1997.

Signature of Requestor: _____

Disclaimer: If a request is estimated to exceed \$50.00 (for a government body with fewer than 16 full-time employees,) we may request prepayment. If response or payment is not received within 10 business days, we may consider the request withdrawn. If the information requested is unclear or if a large amount of information is requested you may be contacted to discuss clarifying or narrowing your request and estimated cost report will be sent.

Payments accepted by check (payable to Ellis County Treasurer's office) or cash with the exact amount. List of common charges:

Voter file with vote history (individual or full county)	\$5.00
Paper copies/scans- single sided, black & white, Standard sizes	\$0.10 / page
Oversized Paper copies- single sided, black & white, 11x17	\$0.50 / page
DVD	\$3.00 / \$2.50 postage
<u>If more than 50 pages are requested, records are off-site, or programming is needed, additional cost estimate will be sent:</u>	
Labor - to locate, compile, redact and reproduce records	\$15.00 / hour (actual time)
Labor - Computer Programming	\$28.50 / hour (actual time)
Overhead	20% of labor charges

You may send this request and payment by in-person or mail to:
Ellis County Elections 204 E Jefferson Street, Waxahachie, Texas 75165
Phone: 972.825.5195 Fax: 972.923.5194 Email: elections@co.ellis.tx.us

<p><i>For office use only</i></p> <p>Request Date: _____ Completed Date: _____ Cost Amount: \$ _____ Paid: _____</p> <p>Comments: _____</p>
