



# Public Information Request Form

To request public information from TCEQ, please fill out the Public Information Request (PIR) form below. TCEQ accepts PIRs in any legible format; this form is intended to be a guide to help expedite your request. Please call (512) 239-3282 if you have questions about this form.

*\*Keep a copy of this form for your records.*

Submit this completed form to TCEQ via:

- Email to: [OpenRecs@tceq.texas.gov](mailto:OpenRecs@tceq.texas.gov);
- Fax to: (512) 239-OPEN (6736); or
- Mail to:  
Texas Commission on Environmental Quality  
Attn: Public Information Officer, MC 197  
P.O. Box 13087  
Austin, Texas 78711-3087

## **Contact information**

*Required fields are marked with an asterisk (\*)*

\* Name

Company/Organization

Requestor Type

*E.g. Consultant, Business, Educational, Non-Profit, Attorney, News Media, General Public*

\* Mailing Address

\* City

\* State

\*ZIP

\* Email Address

*(Email is the preferred form of communication)*

\* Phone Number

Fax Number

## **Requested Information**

**Please provide the complete name and address of each Regulated Entity (site, facility, or business) you are inquiring about:**



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Each entity regulated by TCEQ is assigned a unique identifier - a Regulated Entity Number, or RN - in TCEQ's Central Registry database. Searching Central Registry for information using an entity's RN will identify documents and other information such as ID numbers associated with any Air, Water, Waste or Remediation permits and registrations. To find an entity's RN, click on the following link <https://www15.tceq.texas.gov/crpub/index.cfm?fuseaction=home.welcome> and then select a query.

**Please provide the RN for each Regulated Entity you are inquiring about, if known, and any additional information that may assist agency staff to perform a comprehensive record search for the information you seek:**

**What information you are requesting?**

### Confidential Information

All TCEQ records are available for public view unless one of the exceptions to disclosure listed in the Public Information Act, Texas Government Code Chapter 552, applies. See [Tex. Gov't Code §§ 552.101-158](#) for the complete list of exceptions. Some information that is excepted from disclosure and may be kept confidential includes:

- Private personal information such as certain financial or medical information
- Personal information of government employees and current and former members of the military
- Certain law enforcement information
- Information related to computer network security, Homeland Security, or critical infrastructure
- Identities of Complainants
- Information related to ongoing or anticipated litigation
- Proprietary information (including trade secrets) submitted by a third party
- Attorney-client privileged communications and attorney work product



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## I would like to be provided with:

### **Public Information Only**

If you choose this option, you agree to allow TCEQ to withhold, without requiring an Attorney General ruling, information that TCEQ determines to be confidential or otherwise excepted from disclosure under the Public Information Act (see [Tex. Gov't Code §§ 552.101-552.158](#)).

### **Public and Confidential Information**

If you choose this option, TCEQ will provide you with the public information and will request an Attorney General ruling for the information that TCEQ determines to be confidential or otherwise excepted from disclosure under the Public Information Act (see [Tex. Gov't Code § 552.301](#)), which could take 60 business days or more (see [Tex. Gov't Code § 552.306](#)).

## In what format would like to receive the requested information?

### **Electronically via FTPS**

If you do not have an existing FTPS account, you can request one by following these instructions:

1. From <https://ftps.tceq.texas.gov/index.php>, select the **Sign up a new account** button.
2. Enter the required information and select Submit.
3. An email will be sent to the email address you provided. Follow the instructions in the email to set your password.

### **On a CD**

Mailing address must be provided.

### **Paper copies**

Mailing address must be provided.

### **Personal Inspection**

Appointment must be scheduled in advance.

### **Other**

Please describe:

**Data only?** If you select YES, you agree to allow TCEQ to ONLY provide electronic data.

Yes

No

**Do you need the documents certified?**

Yes (There is a 50-cent charge for each certification prepared.)

No

## Cost Information

The TCEQ charges for the [costs](#) of responding to Open Records requests in accordance with state law. If the estimated cost to fulfill your request:

- **is \$40 or less**, we will fulfill your request and provide you with an invoice. If requested, as a courtesy we will provide an estimate before we fulfill your request.
- **exceeds \$40**, before we fulfill your request we will provide you with an estimate, which you must accept in writing.
- **exceeds \$100**, before we initiate fulfillment of your request you must pay a 50% deposit.

NOTICE: Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at (512) 239-3282.