

**INSTRUCTIONS FOR
PUBLIC INFORMATION REQUEST
FORM NO. LPI-100**

The Texas Public Information Act (Texas Government Code, Chapter 552) gives members of the public the right to access government records, including records of the Texas Department of Agriculture (TDA). By submitting Form LPI-100 Public Information Request to TDA, you will be able to access information maintained by TDA that is not confidential or otherwise excepted from disclosure by law. To submit a completed form to TDA, use the contact information at the top of the form.

SECTION A

1. REQUESTOR INFORMATION

- First and Last Name - Enter your name as you want it to appear on TDA's correspondence to you.
 - Name of Company - If you are making the public information request on behalf of a company, enter the name of the company.
 - Description of Information Requested - Please include sufficient description and detail to enable TDA to accurately identify and locate the information you are seeking.
 - E-mail Address, Telephone, Fax, Mailing Address, City, State, and Zip - You must provide TDA at least one method by which you can be contacted. Please provide your e-mail address, as this is usually the most convenient method by which TDA can communicate with you regarding your request and, in many cases, send you the responsive information. The telephone number should be the number at which you would most prefer to be reached in connection with the request. The fax number (if applicable) and mailing address should be where TDA can send documents to you relating to the request.
 - Preference (if any) for Delivery of Public Information - If you do not indicate a preference, TDA will send copies to you by the most cost-effective method. If you want to inspect documents but not receive copies, check "On-Site Inspection." If you want to receive the information by a method not listed (*e.g.*, picking up documents in person), use the "Other" field. Mailed documents are sent by first class mail, unless you request otherwise in the "Other" field (*e.g.*, FedEx), in which case you must provide your own account number for payment.
 - Signature of Requestor and Date (mm/dd/yy) - You must sign and date the Form (unless it is submitted electronically).
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SECTIONS B & C

Do not fill out any fields in these Sections. They are for TDA purposes only.