



**Port of Houston Authority**  
**Public Information Request Form**

Please fill out form as completely as possible:

*Por favor llene el formulario lo mas completo posible:*

Name/ <i>Su Nombre:</i>	Date/ <i>Fecha:</i>
<i>If applicable: Company/ Nombre de la Empresa:</i>	
Address, email, or fax where information is to be sent: <i>Direccion, correo electronico, o numero de fax donde la informacion debe ser enviada:</i>	
Contact Number/ <i>Numero de contacto:</i>	
Description of incident/ <i>Descripcion del incidente:</i>	
Date of Incident/ <i>Fecha de incidente:</i>	Location of Incident/ <i>Ubicacion del Incident:</i>
Case Number/ <i>Numero de Caso/Reporte:</i>	Terminal:

**The Texas Public Information Act gives the public the right to access public information maintained by the Port of Houston Authority. Public information includes any records that are collected, assembled, or maintained by or for the Port Authority, regardless of their format.** However, the Act does not require the Port Authority to create new information, calculate data, perform legal research, or prepare answers to questions.

1. **All requests under the Act must be in writing.**
2. Before submitting a public information request, the requestor should consider confirming whether the information is available yet (for example, **a police report may take 7 to 10 days after an incident to complete**).
3. The Port Authority will review all requests and determine what responsive information can be released without seeking an Attorney General ruling. The Port Authority reserves the right to seek a ruling to allow it to withhold information, based on exceptions in the Act.
4. The Port Authority may ask the requestor to clarify or narrow the scope of his or her request. Additionally, the requestor may be required to provide identifying information, to determine whether the requestor is eligible to receive certain types of information.
5. The Port Authority will promptly produce available information for inspection, duplication, or both.
6. **There is usually no charge for inspection except as provided in the Act. However, the Act provides for charges for copies of public information.** Below are the most common itemized costs that may be charged (labor and overhead costs may also be added in some cases):

Black/White copies	\$0.10/page	Maps	\$0.50
Color copies	\$0.50/page	Postage	Metered cost
DVDs	\$3.00/each	Shipping	\$26.00/box
7. Once a request has been reviewed, the Port Authority will send the requester a letter or email advising whether the information has been located, itemizing the estimated charges for copies to be provided, and notifying whether the Port Authority will seek to withhold any requested information under exceptions in the Act.
8. If the requester desires to inspect records, the requestor is asked to arrange a convenient time for inspection. If the requestor seeks copies to be sent by mail, the information will be sent after payment is received by the Port Authority. Payment may be required in advance in other instances, as permitted by the Act.
9. The request will be considered withdrawn if the requester does not respond to the itemized statement within 10 business days.
10. **While the Port Authority expects to provide accurate information, it does not make any representation as to the quality, content, accuracy, or completeness of such information, nor does it guarantee that it is current or correct.**