



**OPUC**

The Texas Office of Public Utility Counsel  
Representing Residential and Small Business Utility Customers

## Open Records Request Form

Fill out the Open Records Request form below to request public information (PIR). OPUC accepts Open Records Requests in any legible format; this form is intended to be a guide to help expedite requests.

Make a copy of the form for your records. Call toll free 877-839-0363 or 512-936-7500 for questions about the form.

Please submit completed form using one of the following methods:

**Mail** your request to:  
Open Records Request  
Office of Public Utility Counsel  
ATTN: Public Information Coordinator  
P.O. Box 12397 Austin, TX 78711-2397

**Fax** your request to: 512/936-7525

**E-mail** your request to: [open.records@opuc.texas.gov](mailto:open.records@opuc.texas.gov)

Open Records Requests (ORR) aka Public Information Act (PIA) requests should contain the following information:

**Please input your contact information below. Required fields are marked with an asterisk (\*).**

\* Name \_\_\_\_\_

Company/Organization \_\_\_\_\_

\* Mailing Address \_\_\_\_\_

\* City \_\_\_\_\_ \* State \_\_\_\_\_ \* ZIP Code \_\_\_\_\_

\* E-Mail Address \_\_\_\_\_ (E-Mail is the preferred form of communication.)

\* Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**Are you requesting any and all documents including those that may meet an exception from disclosure under the Public Information Act (PIA)?**

- Only publicly available documents  
 Any and all documents (including confidential information)  
(NOTE: 'Any and all documents' option may require an Attorney General ruling.)

