Submit a request by mail, fax, e-mail or in person according to a governmental body's reasonable procedures. Cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested. Include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information. A waiver or reduction of charges if the governmental body determines that access to the information primarily benefits the general public; Receive a copy of the communication from the governmental body asking the Office of the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions, or if the communication discloses the requested information, a redacted copy; Lodge a written complaint about overcharges for public information with the Office of the Attorney General. Complaints of other possible violations may be filed with the county or district attorney of the county where the governmental body, other than a state agency, is located. If the complaint is against the county or district attorney, the complaint must be filed with the Office of the Attorney General. 

A. Information to be released
1. You may review it promptly, and if it cannot be produced within 10 working days the public information officer will notify you in writing of the reasonable date and time when it will be available. 
2. Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested. 

Cost of Records
1. You must respond to any written estimate of charges within 10 business days of the date the governmental body sent it or the request is considered automatically withdrawn. 
2. If estimated costs exceed $100.00 (or $50.00 if a governmental body has fewer than 16 full time employees) the governmental body may require a bond, prepayment or deposit. 
3. You may ask the governmental body to determine whether providing the information primarily benefits the general public, resulting in a waiver or reduction of charges. 
4. Make a timely payment for all mutually agreed charges. A governmental body can demand payment of overdue balances exceeding $100.00, or obtain a security deposit, before processing additional requests from you.

B. Information that may be withheld due to an exception
1. By the 10th business day after a governmental body receives your written request, a governmental body must:
   a. request an Attorney General opinion and state which exceptions apply; 
   b. notify the requestor of the referral to the Attorney General; and
   c. notify third parties if the request involves their proprietary information.

Failure to request an Attorney General opinion and the requestor within 10 business days will result in a presumption that the information is open unless there is a compelling reason to withhold it. Requestors may send a letter to the Attorney General arguing for release, and may review arguments made by the governmental body. If the arguments disclose the requested information, the requestor may obtain a redacted copy. The Attorney General must issue a decision no later than the 45th working day from the day after the attorney general received the request for a decision. The attorney general may request an additional 10 working day extension. Governmental bodies may not ask the Attorney General to "reconsider" an opinion.

To request information from Houston Forensic Science Center, please contact:

BY MAIL OR IN PERSON
Houston Forensic Science Center
1200 Travis St., 20th Floor
Houston, TX 77002

BY E-MAIL
PIA@houstonforensicscience.org

BY FAX
(713) 929-6763

For complaints regarding overcharges, please contact:
Office of the Attorney General
625 O. Henry Boulevard
Austin, TX 78701

Open Government Hotline
(512) 478-6736 or
(877) 673-6839 (toll free)

If you need special accommodation pursuant to the Americans with Disabilities Act (ADA), please contact:

Houston Forensic Science Center
ADA Coordinator Caresse Young
(713) 929-6763

For complaints regarding refusal to release public information, please contact your local county or district attorney. Please ask and you will be provided with this information. You may also contact:

Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.