



**TEXAS DEPARTMENT OF LICENSING AND REGULATION**

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**PROJECT FILE REQUEST FORM**

A Registered Accessibility Specialist (RAS) shall use this form for the exclusive purpose of requesting a project file(s) from the department or a RAS to perform the inspection required by TDLR Administrative Rule 68.52. A Project File Request Form issued by a RAS must be accompanied by a completed Request for Inspection Form from the owner or owner's designated agent for each file requested. The department will also use this form for requesting a project file(s) from a RAS for inspection, re-inspection, audit, and any other purposes related to the administration of the Architectural Barriers Program.

In accordance with the RAS procedures, the project file(s) must be transferred within 14 calendar days of receipt of this request.

**REQUESTED BY:** (Forward the file(s) to the following:)

**PRINT OR TYPE**

1. Name		2. RAS # (if applicable)	3. Date of Request	
4. Company/Agency				
5. Address		City	State	Zip
6. Phone	7. Fax	8. **Email		

**REQUESTED FROM:**

9. Name		10. RAS # (if applicable)		
11. Company/Agency				
12. Address		City	State	Zip
13. Phone	14. Fax	15. **Email		

**PROJECT FILES REQUESTED** (List projects in numerical order)

RAS requesting file(s) from a RAS or TDLR for inspection must attach a Request for Inspection Form from the owner or designated agent for each file requested.

EABPRJ #	PROJECT NAME	PROJECT ADDRESS AND CITY
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

TDLR AB 022 03-07

NOTE: An individual who completes and files this form with the Texas Department of Licensing and Regulation (the Dept.) is entitled to the following:  
 1) to be informed about the information that the Dept. collects about the individual, upon their request and subject to a few exceptions;  
 2) to receive and review the information, under Sections 552.021 and 552.023 of the Texas Govt. Code; and  
 3) have the Dept. correct information about the individual that is incorrect, under Section 559.004 of the Texas Govt. Code.

\*\*The Department will add your address to the Architectural Barriers email notification list which automatically provides Department information on matters affecting Architectural Barriers. Your email address is confidential pursuant to the Texas Information Act; the Department will not share it with the public. For additional information link to: <http://www.license.state.tx.us/newsletters/TDLRnotificationLists.asp>