



# TEXAS ASSOCIATION *of* COUNTIES

## COUNTY INFORMATION RESOURCES AGENCY

### Secure Email Deletion Form

*Please enter information below. All fields are required to delete an account.*

County Name:	_____
First Name:	_____
Last Name:	_____
Email Address to be Terminated:	_____
<b>IMPORTANT:</b> Please include a county email address where TAC CIRA can send a confirmation email that states that the above requested email account has been removed. If you do not receive confirmation within 24 hours, please contact a CIRA staff member at (800) 456-5974.	_____
Department:	_____
Physical Address:	_____
City:	_____
Zip:	_____
Phone:	_____
Fax:	_____
Printed Name of Department Head:	_____
Signature of Department Head:	_____
Date:	_____

**Once an account has been deleted all remaining email on TAC CIRA servers will be deleted. Please make sure all email is backed up to a local computer before sending in this form. If you have any questions please contact TAC CIRA at (800) 456-5974.**

Please send this form via: **email:** [support@cira.state.tx.us](mailto:support@cira.state.tx.us) or **fax:** (512) 479-1807  
or **mail to:** TAC County Information Resources Agency • P.O. Box 2131 • Austin, TX 78768-2131