Public Records Request

To submit a records request, please complete all information below. We will contact you within three (3) business days to discuss your request and give you an estimate of how much your requested documents will cost. If you approve those cost, we will proceed with fulfilling your request and let you know when it is ready. Please enter as much information as possible so that we can better understand what you are looking for and respond quickly. Cost of the copies will be $0.50 per page and audio cd’s will be $5.00.

NAME: ____________________________________ DATE: _________________________________

ORGANIZATION/COMPANY: ________________________________________________________

MAILING ADDRESS: _______________________________________________________________

CITY: ___________________________ STATE: ______________________ ZIP: _________________

PHONE: ___________________________ EMAIL: _________________________________

REQUESTED DOCUMENTS (Please be as specific as possible)

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

APPROXIMATE DATE OF DOCUMENTS: _____________

REQUESTOR’S SIGNATURE: ________________________ DATE: __________________________

(OFFICE USE ONLY)

DATE RECEIVED: ______________________________ COST OF DOCUMENTS: __________________________

DATE DELIVERED: ______________________ APPROVED BY: _________________________________

TITLE: ________________________________