

## Freedom of Information Act Request Form

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Requestor Information:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If you prefer to receive the requested documents electronically, please provide your

Email Address: \_\_\_\_\_

Otherwise, requested documents will be mailed to the address listed above.

I am requesting to **inspect** the following public records:

I am requesting to **receive** the following public records:

(Please be specific as to the exact document you are requesting. This will help expedite your request and avoid requests being denied.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
Request Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Response with letter attached:

Extension Requested

Approved and documents attached

No Records Available that are Responsive to the Request

Denied