



Request for Public Records

1. Contact Information

Applicant's Information

Name: _____

Mailing Address: _____

Phone: _____

Fax number: _____

Email: _____

Email: _____

Signature: _____

Date: _____

2. Requested Information

I request that you make available to me the following records -- (Applicant shall describe records as specifically as possible. Where you are asking for records that cover only a particular period, such as last year or a specific month, identify that time period):

If you know the subject matter of the records, but do not have additional information, use this alternative. I request that you make available to me all records that relate to: (Applicant be as specific as possible; include dates if you can.)

- I wish only to view these documents at City Hall and am not requesting reproductions.
- I am requesting reproductions of the above information.

3. Fees

Please let me know in advance of any research, reproduction or other fees if they will exceed \$_____. (Insert amount you are willing to pay without additional information about the documents. If you wish to know of any fees prior to reproduction, you may enter \$0.)

4. Notification

When the estimate and/or records are ready, please notify me by: phone email fax.

5. Payment

- I will pick up the requested information and will pay for it at that time.
- Please mail me the requested information. I agree to pay for copies and postage before copies are mailed.

For City Use Only

Application accepted as complete by:

Name / Title: _____

Date: _____

Signature: _____

Date request was filled: _____

Filled by: _____

Comments/description of materials provided: _____

Research Costs: _____

Reproduction Costs: _____

Total Due: _____

Payment Date: _____

Received by: _____

Payment Method: Check M.O. Cash

Check / MO #: _____