Public Records Request Form

Complete and submit this form to make a public-records request. All fields must be completed with accurate information for your request to be processed.

Payment of fees may be required before your request is fulfilled.

Requestor's contact information:
Name: _____
Phone number: _____
Email address: _____
Street Address: _____
Agency you are requesting public records from: _____
Date of request: _____

I am willing to pay up to $____ in processing fees without prior notice by the agency.

Records requested (must be as specific as possible, requests that are overly broad may qualify as time-intensive requests and will take longer to respond to):
_____
_____
_____
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