



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):
