



FOIA Request for Public Records

(Please Print or Type)

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

Describe the public record(s) as precisely as possible.

Please note: There is a processing charge of \$35 that is required to pull the information from these requests.

Requestor's Signature	Date
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Office Use Only:

Request Approved	Date
Fee Paid	Date