FOIA #19

1. REQUESTOR
   - FULL NAME
   - MAILING ADDRESS
   - AREA CODE & PHONE
   - EMAIL
   - ORGANIZATION
   - CITY/ZIP
   - FAX

2. INFORMATION REQUESTED
   - Be specific: Provide names, addresses, dates and any other information which will aid in responding to your request.
   - Is this request for commercial purposes? □ YES □ NO
     Failure to disclose a request is for commercial purposes is against the law and violators may be prosecuted.

3. DELIVERY
   - □ I will inspect the documents in the Clerk’s Office.
   - □ Deliver documents to me via: □ Fax □ Email □ U.S. Mail □ Call me for pick-up
   - □ I request certification of these documents. $1.00 fee.
   - NOTE: The first 50 black & white, letter or legal size copies are free; additional pages are $.15 each. Other sizes or color pages are charged at cost.

DUE DATE:

REMARKS

REVIEWED BY

DATE

□ Approved □ Denied

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