



Date of Request	
Requestor Contact Information	
Name:	
Organization:	
Address:	
City, State, Zip:	
Phone:	
E-mail:	

Records Requested:	
Check one: ☐ Paper copies ☐ Electronic copies ☐ Certified copies ☐ Inspection (in person)	
<i>Please be specific and include as much detail as possible regarding the records you are requesting.</i>	

To complete an estimate, the agency will need the following information:			
☐ I will pick up	☐ Please FedEx Fed Ex billing number:	☐ Please send USPS	☐ E-mail (if format allows)

Statement	
☐ I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the records indicated above if the estimated cost is expected to be over \$25.00, which I will be required to pay in full prior to inspection or reproduction. Materials will be held for 30 days.	
Requester Signature	Signature

EXE-F001
V2025.1