



# REQUEST FOR PUBLIC INFORMATION

RECEIVED STAMP:

DUE DATE: \_\_\_\_\_

**REQUESTER DATA**

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

INFORMATION REQUESTED: \_\_\_\_\_

IS THIS REQUEST FOR COMMERCIAL PURPOSES?  YES  NO

FORM OF INFORMATION:  EXAMINE ONLY  PAPER COPY  ELECTRONIC COPY

**VILLAGE USE ONLY - NOTIFICATION SECTION**

- 1.  ATTACHED ARE THE RECORDS THAT YOU REQUESTED. THE RECORDS WERE RECEIVED ON \_\_\_\_\_.
- 2.  THE INFORMATION YOU HAVE REQUESTED IS EXEMPT FROM RELEASE UNDER THE FREEDOM ACT, AND VILLAGE POLICY IS THAT IT \_\_\_\_\_ (SEE NOTICE OF RIGHTS BELOW)
- 3.  WE ARE UNABLE TO RESPOND TO YOUR REQUEST WITHIN THE PERMISSIBLE FIVE (5) BUSINESS DAYS BECAUSE \_\_\_\_\_. WE EXPECT TO FILL YOUR REQUEST BY \_\_\_\_\_. IF THIS IS ACCEPTABLE, PLEASE SIGN AND RETURN THIS FORM. IF IT IS NOT, SEE THE NOTICE OF RIGHTS BELOW.

I WILL ACCEPT THE INFORMATION IF PROVIDED BY THE DATE SHOWN ABOVE.

REQUESTER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I CERTIFY THAT I AM THE OFFICIAL RESPONSIBLE FOR THIS INFORMATION RELEASE DECISION.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ALL QUESTIONS ABOUT THIS REQUEST SHOULD BE DIRECTED TO:

**GENERAL REQUESTS**

JENNIFER MALTAS  
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**POLICE RECORDS**

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**BUILDING PERMITS/LAND**

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