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### PUBLIC RECORDS REQUEST FORM

DATE OF REQUEST: \_\_\_\_\_

NAME OF REQUESTOR: \_\_\_\_\_

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

TELEPHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_

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

INFORMATION REQUESTED (Be as specific as possible—use reverse side or additional pages, if necessary):

*Please allow up to two (2) weeks (ten 10 business days) to obtain the information you are requesting, three (3) weeks (15 fifteen business days) for mailing. Private information (e.g., social security numbers, driver's license, computer ID numbers, etc., may need to be redacted before public records are releases).*

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• IF **INSPECTION**, THE BOARD WILL CONTACT YOU TO SET UP AN APPOINTMENT TIME AND DATE:

AGREED UPON DATE OF INSPECTION: \_\_\_\_\_ APPOINTMENT TIME: \_\_\_\_\_

SIGNATURE OF REQUESTOR: \_\_\_\_\_

Sign & date when inspection complete \_\_\_\_\_

SIGNATURE OF BOARD AGENT: \_\_\_\_\_

Sign & date when inspection complete/copies sent \_\_\_\_\_

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Payment of Costs – Amount \$ \_\_\_\_\_ Ck# \_\_\_\_\_ CC \_\_\_\_\_