

**APPLICATION FOR PUBLIC ACCESS TO RECORDS**

**ATTENTION: RECORDS ACCESS OFFICER**

\_\_\_\_\_  
Name of Agency (Please Print)

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Address (Please Print)

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD(S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Representing (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address (Please Print)

**FOR AGENCY USE ONLY**

\_\_\_\_\_  
File Number

APPROVED

CHARGE

DENIED (for the reason(s) checked below)

- Confidential Disclosure
- Part of Investigatory Files
- Unwarranted Invasion of Personal Privacy
- Record of which this agency is legal  
custodian cannot be found
- Record is not maintained by this agency
- Exempted by Statute other than the  
Freedom of Information
- Inspection Only
- Record returned
- Other (specify) \_\_\_\_\_

SEARCH [ ]

CERTIFICATION [ ]

PHOTOCOPY [ ]

OTHER [ ]

**TOTAL CHARGE** \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY, WHO MUST FULLY EXPLAIN THE REASONS FOR SUCH DENIAL.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Business Address