

Data Request Form – Members of the Public

Date of request: _____

I am requesting access to data in the following way:

Inspection

Copies

Both inspection and copies

Note: inspection is free but when cost exceeds \$10.00 we will charge.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use another letter size piece of paper and attach to this form.

Contact Information

Name: _____

Address: _____

Phone number: _____ Fax number: _____

Email address: _____

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

We will respond to your request as soon as reasonably possible.