

# CITY OF FENNIMORE

## PUBLIC RECORDS REQUEST

### NOTICE

Public records may be requested, inspected, and/or copies obtained during normal business hours of Monday – Friday from 8:30am - 4:30pm, except for Holidays. When your records are available for inspection or release, you will be notified. There is a cost of **\$0.25** per page for copies. If the cost of producing the records exceeds \$5.00, prepayment may be required.

### REQUESTOR INFORMATION

First & Last Name:		Contact Phone #:		
Street Address or P.O. Box:		City	State	Zip Code
Company/Organization Name:		Job Title:		
Fax:	Email:			
Delivery Method: <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Pick-up				
Document(s) Requested:				
Reasoning for Request (Optional):				

### OFFICE USE ONLY

Received by:		Date Received:
Fee:	Description of Pages Dispersed:	
Payment Method:		