

Public Records Request Form

Requested By: _____ **Date:** _____ **Time:** _____

Mailing Address: _____

Phone Number: _____ **Email:** _____

Describe type of information / record needed: (Please include details such as address, business name, etc.)

How would you like to receive the record: Email:___ Phone:___ Mail:___ Other:_____

*Upon receipt of a public records request, our offices will receive the request and assign accordingly.