

**APPLICATION FOR PUBLIC ACCESS TO RECORDS**  
**RECORDS ACCESS OFFICER**

\_\_\_\_\_  
 Name of Agency

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

\_\_\_\_\_  
 Address

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

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

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Representing

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Mailing Address

**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