

(format)

- 1.
- 2.
- 3.
- 4.
- 5.

If copies are requested, method of payment (check one):

Cash
 Check Money Order

Signature: _____

Notes:

1. Village staff will endeavor to contact you within two (2) business days as to the availability of the records requested, to clarify your request (if necessary), to arrange a time and place to review the records, and/or to advise you when any copies you have requested may be available and the approximate cost of such copies. Such costs must be paid for in advance.
2. Cost of copies will be as follows: For standard size paper (8 1/2"x 14" or less), there will be no charge for the first ten pages. Copies requests in excess of ten pages will be charged at a cost of 5¢ per standard size page, unless the record must be sent to a private copy service for duplication, in which case the actual costs of such special copies will be charged to you.

Date filled: __

Pages: _

Fee: _

2 copies: receipt, remittance

By _____

recordrequest/forms