

REQUEST FOR PUBLIC RECORD

Village Of Pewamo

Name _____

Request:

Address _____

Written: _____

Electronic: _____

Phone _____

Date Filed: _____

I request to have the public record(s) supplied to me in the following form: Inspection _____ Copies _____

Name and Brief description identifying public record desired:

PAYMENT MUST BE RECEIVED PRIOR TO DELIVERY OF PUBLIC RECORDS.

Delivery to above address? _____

List alternate, if applicable _____

I understand a public body must respond to my request within (5) business days after it is received. The public body must grant or deny all or a portion of my request, or issue a notice extending for ten (10) business days, the period in which the public body must respond to my request. In place of these deadlines, I agree to allow the public body a reasonable time to process my request.

Signature

Office Use Only

Costs: In advance (over \$50.00)
Estimate _____
(-) 50% _____

Amount Due \$ _____

Date Available: _____

Request Number: _____

Final Account:
Mailing _____
Labor _____
_____ copies @ .10 _____
Other _____
Total _____
(-) Deposit _____
Amount Due \$ _____