

**REQUEST FOR PUBLIC/PRIVATE RECORDS AUTHORIZATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Time of Request: \_\_\_\_\_

I, the undersigned, request the release of the documents listed below. I understand that there is a charge of \$0.15 per page for this information as well as a charge of \$15 per hour for research, after the first hour, which is provided free.

Documents requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please make your request as specific as possible.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Information Released (please date and initial): \_\_\_\_\_

**TO BE COMPLETED BY OFFICE:**

Date of request: \_\_\_\_\_ Time of request: \_\_\_\_\_

Request accepted by: \_\_\_\_\_ Request completed by: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Date Customer Notified: \_\_\_\_\_

Number of Pages Released: \_\_\_\_\_ Total Labor (if applicable): \_\_\_\_\_

Total Cost: \_\_\_\_\_ Date Information Picked Up: \_\_\_\_\_