

VILLAGE OF TIMBERLANE
REQUEST FOR PUBLIC RECORDS

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE: _____ **Email Address:** _____

RECORDS REQUESTED (PLEASE BE SPECIFIC) use separate sheet or other side if needed:

PLEASE CHECK ONE

The records requested are for commercial use

The records requested are for personal use

I request a waiver of all fees associated with this request." **In addition, you must include a specific explanation as to why your request for information is in the public interest—not simply your personal interest—and merits a fee waiver.**

Signature _____ Date of Request _____

Date received _____ Received By _____

Submitted to _____

APPROVED / DENIED by _____ Date _____