

REQUEST FOR ACCESS TO PUBLIC RECORD

VILLAGE OF ALLOUEZ CLERK/TREASURER'S OFFICE
1900 LIBAL STREET
GREEN BAY, WI 54301

REQUESTER PLEASE NOTE: Under Wisconsin law a request for access to a public record "is deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request." See Section 19.35(1)(h), Wis. Stat.

DESCRIPTION OF THE PUBLIC RECORD(S) TO BE INSPECTED AND/OR COPY MADE:

DATE OF THIS REQUEST: _____

NAME / ADDRESS OF REQUESTER: _____

STREET: _____

CITY: _____ **STATE:** _____ **ZIP** _____

EMAIL ADDRESS: _____

PURPOSE OF REQUEST:

HOW DO YOU WISH TO RECEIVE THE DOCUMENTS PERTAINING TO YOUR REQUEST?

View in person at Village Hall Mail to address above Hold for pick-up Email to address above

NOTE: Costs or pre-payment for copies, postage, or labor may be associated with providing this information.

TO BE COMPLETED BY LEGAL CUSTODIAN OF REQUESTED RECORD

DATE / TIME REQUEST RECEIVED:	MEANS OF DELIVERY TO REQUESTER:
ACTION TAKEN: <input type="checkbox"/> REQUEST APPROVED IN WHOLE <input type="checkbox"/> REQUEST APPROVED IN PART * <input type="checkbox"/> REQUEST DENIED *	DATE & TIME REQUEST COMPLIED WITH:
	DATE & TIME REQUEST DENIED:
NAME AND TITLE OF LEGAL CUSTODIAN(S) ACTING UPON RECORDS REQUEST: _____ _____	AMOUNT OF FEE IMPOSED ON REQUESTER: _____
	AMOUNT PAID: _____

* Attach copy of any written statement of reason for partial compliance or denial by legal custodian.