# contact information

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| Name/Organization Name: |
| Mailing Address: |
| Daytime Phone: | Fax: |
| Email: |

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| File #: |
| Date Received: |

*For Office Use Only:*

# description of records

The *Freedom of Information and Protection of Privacy Act* can only be used to request copies of recorded information, not to pose questions to be responded to. Please phrase your request accordingly. Include the date or time frame for the records if applicable and be as specific as possible. This will assist us in responding to your request. Please also specify any reference or file number(s), if known.

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| *Attach additional information if necessary.* |

# REQUEST

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| Are you requesting access to another person’s personal information? □ YES □ NOIf YES: Attach either a) That person’s signed consent for disclosure or b) Proof of Authority to act on the person’s behalf. |
|  |

|  |  |
| --- | --- |
| **SIGNATURE:** | **DATE:** (mm/dd/yyyy) |
|  |  |

NOTE: Information will be released upon receipt of payment of applicable fees.