

Freedom of Information Request Form



FOI requests for copies shall be submitted to the Portland First Selectman's Office

Date Requested: _____

Name: _____

Company (if applicable): _____

Mailing Address: _____

Email Address (optional): _____

Telephone Number: _____

- I want to:
- Receive an electronic copy of a computer-stored public record*
 - Receive hard copies of the documents requested

Describe specifically the documents you are requesting. Requests that are vague and non-specific may result in a delayed response.

- The fee per 8.5"x11" page copied is 50¢; there is an additional charge for a certified copy.
- If the total estimated amount for the copies is \$10.00 or more, payment must be submitted in advance.
- The fee may be waived if the requester is receiving public assistance or can demonstrate other facts showing inability to pay due to indigence.

The Town of Portland has no legal obligation to, and will not perform analytical work, studies, investigations, calculations, or program reviews, or create any document in response to a Freedom of Information Request. *The Town can charge you the costs of any formatting and/or programming functions and the storage device necessary to comply with your request.

Do Not Write Below - For Office Use Only

Date Request Received: _____ Date Copies Retrieved: _____

Number of Pages Copied: _____ Total Cost: _____

Payment Type: Cash Check # _____ Fee Waived (indigent)

- It has been determined by the Town that the request benefits the public welfare therefore the fee has been waived.