

Town of Emmitsburg

300A S. Seton Ave ♦ Emmitsburg, MD 21727

Phone: 301-600-6300 Fax: 301-600-6313

www.emmitsburgmd.gov ♦ info@emmitsburgmd.gov

PUBLIC INFORMATION ACT REQUEST

PURSUANT TO THE GENERAL PROVISIONS ARTICLE SECTION 4-101 THROUGH 4-601, OF THE MARYLAND'S PUBLIC INFORMATION ACT ("PIA"), THE UNDERSIGNED REQUESTS A COPY OF ALL PUBLIC RECORDS CONTAINING THE INFORMATION HEREINAFTER DESCRIBED.

Requestor's Information

Full Name:

Last

First

M.I.

Organization:

Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

Home Phone:

Alternate Phone:

Email:

Custodian of Records

Organization:

Town of Emmitsburg

Custodian: Town Clerk

Address:

300A South Seton Avenue

Street Address

Emmitsburg

City

MD

State

21727

ZIP Code

I am requesting:

Copies of Documents

Inspection of Documents Only

I request the following public record(s) (*please be very specific*):

Fees

The Town of Emmitsburg charges a copying fee of 25¢ per page for copies of most standard documents containing 5 or more pages. Copying charges may be more for larger size items or other specialty type records. There may also be a fee of \$25 per hour if the retrieval, review, or research of the records takes more than 2 hours. Payment is to be paid in full upon retrieval of documents. Remit the exact amount by cash, debit/credit card, or money order only, payable to "Town of Emmitsburg" upon retrieval of documents.

- I am willing to pay all fees for this request without prior notification.
- I am willing to pay fees for this request up to a maximum of \$_____.
If you estimate that the fees will exceed this limit, please contact me.
- I would like to request a waiver of all fees because the requested information is in the public interest and will contribute to the public's understanding of: _____

Person of Interest

A "person in interest" is a person who is the subject of the record, that person's designee, or that person's parent or legal representative if the person has a disability. Under law, certain records that would not otherwise be available may be available to a "person in interest."

Are you a "person in interest" for the document(s) you requested? Yes No

If yes, please explain: _____

This information is being sought for commercial purposes: Yes No

Thank you for considering my request.

Sincerely,

Requestor's Signature

Date

The Maryland Public Information Act requires that the applicant must be notified if it will take more than 10 working days to produce responsive records. The approval or denial notice must be provided in writing or by email within 10 working days of the Town's reception of this form. If the request is approved, the requestor will be notified as to the total fee.

Mail/Fax/Email: Town Clerk, Town of Emmitsburg, 300A South Seton Avenue, Emmitsburg, MD 21727.
Fax (301) 600-6313
Email: info@emmitsburgmd.gov

For Town Use Only:		
Custodian of Records:		Date Request Received:
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	# of Pages:
Date Documents Provided/Inspected:		Method:
Notes:		