

SECTION 3 OF THE VILLAGE OF CHEVY CHASE

Request for information under the
MARYLAND PUBLIC INFORMATION ACT
(please print)

Date

Applicant Name

Name of organization

Address

Phone number

Email Address:

INFORMATION REQUESTED

Pursuant to Section 4-101, et seq. of the General Provisions Article, Annotated Code of Maryland, request is hereby Made for (please specify): _____ examination AND/OR _____ copies of the following records: (Please note: This request should be as specific as possible and should include dates and/or time frames; document names or subject matter; and specific locations and/or addresses).

Signature

I understand that if the Village does not have the record as requested above, it is not required to compile information. I further understand that the costs of gathering information requested and copying them must be paid prior to release of the documents. I understand that if I am permitted to examine the record, I shall not alter, falsify, cancel, destroy, mutilate, or remove any part thereof, under penalty of law. If the Village denies access to the records I have requested herein, I understand that I have the right to seek judicial review of that decision by filing a complaint in the appropriate circuit court, as provided in Section 4-362 of the General Provisions Article, Annotated Code of Maryland.

Date: _____ Signature _____

For Village Use Only

Request Rec'd on:

By:

Request is approved:

Date:

Denied

Date:

Village Attorney Reviewed request:

yes

no

Date

Applicant notified of initial response (if applicable)

Date:

Applicant notified of final response and provided information

Date:

Fee charged:

Payment made on:

Check #