APPLICATION FOR INFORMATION

(In compliance with the Freedom of Information Act, which changed January 1, 2010, you will receive a response within 5 business days)

VILLAGE OF WESTVILLE

DATE: _____ TIME: _____

NAME OF APPLICANT: _____

ADDRESS: _____

TELEPHONES: _____

IF PUBLIC BODY, BUSINESS ORGANIZATION, CIVIC ORGANIZATION OR OTHER:

NAME OF ORGANIZATION:

ADDRESS:

POSITION OF APPLICANT:

REQUEST IS FOR: (check one)

___COPIES OF RECORDS ___VIEWING OF RECORDS

WRITTEN DESCRIPTION OF PUBLIC RECORD REQUESTED WITH THE DESCRIPTION CLEAR ENOUGH -to HELP US IDENTIFY EXACTLY WHAT YOU ARE REQUESTING:

BELOW THIS LINE FOR VILLAGE USE

REQUEST: ALLOWED DENIED (CIRCLE ONE)

BY: DATE/TIME RCVD.

REASON FOR DENIAL: _____

PUBLIC ACCESS COUNSELOR CONTACTED: yes no (circle one) Date:

COPY FEES (15c/pg. after first 50pgs) FeePd._____DATE _____

FOIA RESPONSE DUE _____ EXTENSION REASON _____