

**PUBLIC RECORDS REQUEST FORM  
VILLAGE OF FAIRFAX**

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The Village of Fairfax belongs to its citizens. We conduct our governmental activities in the open, and we are proud of our strong commitment to this important principle of democracy.

You are **not** required to put your request for public records in writing. You are **not** required to identify yourself. You are **not** required to explain why you want the records. However, if you fill out this form, it will help us provide the public records you request in a more timely fashion.

Name of Requestor _____		
Street Address _____	Phone Number _____	
City, State, Zip Code _____	Today's Date _____	

**With as much specificity as possible, please describe what records you want to review or have copied. PLEASE PRINT.**

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The Village of Fairfax will photocopy public records you request for **five cents** per black and white page. Any third party vendor charges (such as for color copies), mailing or other requested delivery charges (such as Federal Express), or formats other than paper are assessed at **actual cost**. All charges require advance payment. There is **no charge** to inspect records while at the Village of Fairfax. Please check your selection below.

I would like to inspect these records at the Village of Fairfax when they are ready.

I would like these records copied, and I will pick them up when they are ready.

I would like these records copied and sent to me at the address on this form.

Name of Village of Fairfax employee handling request: \_\_\_\_\_

Date request was completed \_\_\_\_\_