



TOWN OF MADAWASKA
328 St. Thomas Street Suite 101
Madawaska, Maine 04756
207-728-6351

Date Request Received at Town Office:

REQUEST FOR INFORMATION

All Freedom of Information should be in writing, either on this form or other suitable, legible written format. A full contact name, mailing address, your email and phone number should be included. All requests shall be sent to the attention of the Madawaska Public Access Officer (PAO) who will respond within 5 days of receiving the request.

Please Note: There may be a reasonable fee charged for copying, research, any personal information that needs to be redacted and miscellaneous. PAO will give you a response of estimated time it will take to get all the information to you and the estimated cost you could incur. Cost of staff or PAO time will be billed at an hourly rate. Each print/electronic copy is .10/page.

Request made by: _____

Date of Request: _____ Date Request Received by PAO: _____

Items Requesting (please be specific on each item to help speed up our response time, as well as which office, department, or committee you are referencing to:

Use back to add more information.

How do you want the town to contact you with your information/response? Circle one.

Mail Print Copies (.10/page & postage) **Print Copies for pickup (.10/page)** **Scan & Email** **Call Me**

I want to view in person (must set up a meeting date & time that is convenient for the PAO or person responsible.)

Signature of Requestee(s): _____

Signature of PAO or Employee: _____

Date of Reply: _____

Date of Request Sent: _____

Invoice Sent on: _____ by _____ Amount owed: _____ Ref: _____

We request that you put your request in writing for clarification purposes only. It is not required by law to do so, nor are you required to give your name or address. www.maine.gov/foag/request/index.html Public Access Officer – Denise Duperre-