

# Town 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 Town does not have the record as requested above, it is not required to compile information. I further understand that the costs of gathering the documents 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 Town denies access to the records I have requested herein, I understand that I have the right to seek judicial review of the 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 TOWN OFFICE USE ONLY

Request received on \_\_\_\_\_ by \_\_\_\_\_  
Request is Approved \_\_\_\_\_ Denied \_\_\_\_\_ If denied, give reason \_\_\_\_\_  
Did the Town attorney review request Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_  
Requester notified of initial response on (if applicable) \_\_\_\_\_ by \_\_\_\_\_  
Information made available on \_\_\_\_\_ by \_\_\_\_\_  
Fee charged \$ \_\_\_\_\_ Fee paid \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_  
Received by \_\_\_\_\_ Date \_\_\_\_\_

### RECEIPT

Documents/Information received by \_\_\_\_\_ Date \_\_\_\_\_