

Public Records Request Form

Please submit form to the office of the City Manager, 406 Ivinson St. Suite 220 or via e-mail to: (pcazier@cityoflaramie.org)

City of Laramie
 406 Ivinson St.
 P.O. Box C
 Laramie, WY 82073

To Be Completed By the Requestor:

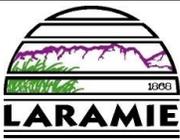
Name:			Today's Date:			
	<i>Last</i>	<i>First</i>				
Mailing Address:						
	<i>Street Address</i>		<i>Apartment/Unit #</i>			
	<i>City</i>		<i>State</i>	<i>ZIP Code</i>		
Company:		Fax:				
Phone:	()	E-mail Address:				
Request Made:	In Person <input type="checkbox"/>	In Writing <input type="checkbox"/>	By Email <input type="checkbox"/>	Fax <input type="checkbox"/>	Rec'd by: _____	
Delivery Method Preferred:	Inspection <input type="checkbox"/>	Copies <input type="checkbox"/>	Mailed <input type="checkbox"/>	Emailed <input type="checkbox"/>	Pick Up <input type="checkbox"/>	Date: _____
					Time: _____	

The Following Section Will Help Us Accurately Fill Your Request, You Will Only Receive What is Specifically Requested and in the Control of the Record's Custodian Selected Below:

Administrative Services:	City Attorney / Municipal Court:	City Manager / City Clerk:	Community Development:	Public Safety:	Parks and Recreation:	Public Works:
-Accounting -Finance -Budget -Utility Billing	-Criminal Violations -Traffic Violations -Ordinances -Bonds	-Information Technology -Water Resources -Municipal Code -Ordinances -Resolutions -Licenses -Event Permits -Bids -Claims -Boards & Commissions -Council Meetings & Agendas	-Building Permits -Engineering -Planning -Code Administration -Nuisance Control	-Police -Animal Control -Fire -Emergency Management	-Recreation Center -Recreation Programs -Parks -Ice & Events Center -Cemetery -Mosquito & Insect Control	-Fleet Vehicles -Solid Waste -Recycling -Streets -Utilities -Water -Sewer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description of Information Requested: Please be as descriptive and thorough as possible i.e. specific date, time, event, topic, etc. Per Wyo § 16-4-202 If the records requested are not in the custody or control of the person to whom the application is made you will be notified with-in (7) business days from the date of acknowledged receipt of the unavailability of records sought.

Continued on next page -



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Purpose of Request

Personal

Commercial

Litigation

If a public record is readily available it will be presented for viewing immediately. If the public records are not available, the City of Laramie will send you a response in writing within (7) business days of the request.

City of Laramie Public Records Request Fee Schedule (Resolution 2008-58)

Photo Copies	\$1.00 1 st page, \$.25 per page +	Research Fees	Staff time plus any additional overtime
Color Copies	\$.75/page or cost to contract out	Certified Copies	\$5.00/copy
Fax Transmission	\$1.00/page	Notary	No Charge
Microfiche Copies	\$5.00/10 pgs, \$.50/page over 10	Reports	\$10.00 or actual cost
Plotted Maps	\$5.00 each	Cassette Recording	\$5.00 each
CD Recording/Data	\$5.00 each	DVD Recording (Video)	\$65/hour
Budget Copy	Actual cost	Comprehensive Plan	Actual cost
Record Checks	\$10.00	Postage	Actual cost

Signature

I understand that there may be charges for the duplication of the public records. I agree to pay all applicable fees and charges for the requested information as identified in the fee schedule.

If duplication of documents is requested would you like the City to contact you regarding the charges before processing your request? Yes No

Signature:

Date: