Town of Somers
Freedom of Information Request

Requester information			
Name of Requestor (Last, First and Middle) Please Print		Date	Daytime and Cell Telephone*
Address (Street Number and Name)			Apt Number
City	State	Zip Code	

*(Note: FOI requests are not accepted via telephone. We may, however, need to contact you to discuss your request.

By my signature, I understand that fees may be associated with this request based on the 'Schedule of Fees' attached to Policy.

Signature of Requester:_____

Information/Documents Requested

Please list, as clearly as possible, the name of the document(s), the type of document(s)*, date of or date range of the document(s) and any other specifics you may have that will identify the records you seek/request. *(for example: letters, memoranda, reports, contracts, proposals, etc)

_____
_____
_____
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Fees

All Public agencies, as defined in Section 1-200 of the Freedom of Information Act, shall not exceed fifty cents per page. If any copy provided in accordance with said Freedom of Information Act requires a transcription, or if any person applies for a transcription of a public record, the fee for such transcription shall not exceed the cost thereof to the public agency.

For Department Use Only

Records made available: (Date) _____

Request denied – reason: _____

Copies Made: Yes_____ No_____

Number of Copies: _____

Fee Paid: _____

January 12, 2012