

FORM 1

**BARTLETT FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
WRITTEN REQUEST FOR RECORDS**

Dear Office Manager (or designee):

FOIA # _____

(I, (We), are hereby requesting that (I) (We)

_____ Inspect the following records at the Bartlett Fire Protection District's
Administrative Office.

_____ Receive copies of the following records from the Bartlett Fire Protection
District.

(Please be specific in listing records.)

Will the records received or requested or the information derived thereof be used in any form of
sale, resale, or solicitation or advertisement for sales or services?

_____ Yes _____ No

I understand that if I request that the records be copied, I may be charged a fee due in full before
the copies are made.

Requester(s) name printed Requester(s) name signed Date of Request

Requester's address Requester's phone #

Requestor's email address

Requester's signature indicating receipt of FOIA request Date received

(For office use only)

Date Request Received: _____ Date Response Due: _____