TOWN OF SCITUATE
CITIZEN'S INFORMATION REQUEST FORM

THIS REQUEST FORM MUST BE SUBMITTED TO THE TOWN CLERK'S OFFICE

NAME:_____

ADDRESS:_____

CITY:_____ **STATE:**_____ **ZIP:**_____

EMAIL:_____ **TELEPHONE:**_____

FAX:_____ **DATE:**_____

INFORMATION REQUESTED:

PLEASE NOTE: Per section 38-2-4 of the Rhode Island General Laws, the Town will charge a fee of $.15 per page for copies of public documents, unless such documents have a fee structure which is prescribed by State statue. Additionally, if the requested information requires research on the part of the Town personnel, the Town will charge a research fee of $15.00 per hour. The first hour of research will be provided at no charge. Also, any Town information maintained within a computer system will be provided in printout form, with the date properly identified.

(FOR TOWN USE ONLY) COST FOR INFORMATION: $_____

RECEIVED BY:_____

DATE:_____