



City of Annapolis

160 Duke of Gloucester Street
Annapolis, MD 21401

www.annapolis.gov/recordrequest

Public Information Act (PIA) Records Request Form

All requests for records maintained by the City of Annapolis pursuant to the Maryland Public Information Act should be submitted on this form. Please type or print.

Individual Name _____ Date _____

Business/Organization Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Numbers _____

Email Address _____

Describe or identify the records that you want to inspect or copied in as much detail as possible.

List all City departments that this request or any similar requests are being submitted to.

The City of Annapolis charges a fee of 25¢ per page for copies of documents. There is no copy fee charged for requests of fewer than 10 pages. There may also be a fee of \$30.00 per hour for retrieval and review of the records if the retrieval and review take more than 2 hours. In the case of an unusually large expense, prepayment may be required in advance.

I am willing to pay all fees for this request without prior notification.

I am willing to pay fees for this request up to a maximum of \$ _____

If you estimate that the fees will exceed this limit, please contact me at the email address above.

I am requesting that fees be waived on the following grounds:

Have you submitted related requests to any other City Departments? Yes No

If yes, please identify your request(s): _____

A "person in interest" is a person who is the subject of the record, that person's designee, or that person's parent or legal representative if the person has a disability. Under law, certain records that would not otherwise be available may be available to a "person in interest." At your option, you may indicate if you are a "person in interest."

Are you a "person in interest?" If yes, please explain below. Yes No

Does any part of this request relate to any City-owned building or property? Yes No

Signature _____ Date _____