



**Town of Prospect, Connecticut**  
**36 Center Street**  
**Prospect, CT 06712**

## **FREEDOM OF INFORMATION ACT REQUEST FORM**

Completed forms may be submitted in person, via facsimile to (203) 758-4466 or mailed to Town of Prospect, Attention: (Requested Department) 36 Center Street, Prospect, CT 06712.

Please note that your request is also a public record, and thus, subject to disclosure.

**DEPARTMENT/OFFICIAL REQUESTED FROM:** \_\_\_\_\_

**\*Date:** \_\_\_\_\_

### **Part 1: Requester Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Affiliation (optional): \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

\*E-Mail: \_\_\_\_\_

### **Part II: Description of Records Being Requested**

Property Address: \_\_\_\_\_

Date range of records being requested: \_\_\_\_\_

Documents being requested (**please be specific**, i.e., permits, receipts, certificates, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[www.townofprospect.org](http://www.townofprospect.org)

Acknowledgement date: \_\_\_\_\_

Anticipated response Time: \_\_\_\_\_

Date completed/Initials: \_\_\_\_\_

Number of pages: \_\_\_\_\_

Copy fee amount: \$ \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_