

**City of Portsmouth – Public Records Request**

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

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

Description of Public Document Requested: \_\_\_\_\_

- Call when document is ready      Amount deposited to cover cost
- Mail document to address above      of copies and postage

\$ \_\_\_\_\_ .10/page; postage at actual cost

**For Public Use Only**

Date Fulfilled: \_\_\_\_\_

- Called by phone
- Mailed

Notes: _____ _____ _____ _____ _____
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**Other Action:**

- Redacted \_\_\_\_\_
- Sent to Solicitor for Review \_\_\_\_\_ Date \_\_\_\_\_
- Refused