

Freedom of Information Request Form
Village of Chatham
Written Request for Inspection or Copying of Public Records

1) Name of person making request: _____

2.) Address of person making request: _____

3.) Telephone number of person making request: _____

4.) Date of Request: _____

(Describe in detail below the public records you are requesting and
State whether you wish to inspect and/ or copy such records. Also
Please state whether such public records are to be certified.)

5.) The Village of Chatham will respond to the above request within five
(5) Working days from the above date unless one or more of the
reasons for an extension of the time provided in the Freedom of
Information Act is invoked by the Village. Also certain arrest
records will be made available within 3 days as required by the
Act.

6.) Signature of person making request: _____