



Maryland Public Information Act Request Form

Submitting this form will constitute an official Maryland Public Information Act request. If your request requires more than 30 working days to complete, you will be notified in writing or by email that additional time is required.

The requested records will be provided for your review without charge unless the nature or volume requires extensive clerical or supervisory assistance, in which case you will be advised of a special service charge. "Extensive" is defined as taking more than two hours to locate, review for confidential information, copy, and re-file the requested material.

Full Name: _____

Company Name (if applicable): _____

Mailing Address: _____

Email Address: _____

Contact Telephone Number: _____

Records requested (for best results include timeframe and description of specific documents):
