



Department of Public Safety and Correctional Services

Public Information Act Request Form

PURSUANT TO THE GENERAL PROVISIONS ARTICLE SECTION 4-101 THROUGH 4-601, OF THE ANNOTATED CODE OF MARYLAND, THE UNDERSIGNED REQUESTS A COPY OF ALL PUBLIC RECORDS CONTAINING THE INFORMATION HEREINAFTER DESCRIBED.

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

Requester: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I request the following public record/s: \_\_\_\_\_

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

Requester's Signature: \_\_\_\_\_

A copying fee of \$ .50 per page will be charged for every request of three or more pages. When the request has been approved, you will be notified as to the total fee. Remit the exact amount by check or money order, payable to the "Maryland Department of Public Safety and Correctional Services" within 30 days from date of approval.

Should your request be denied, you will be notified within 30 days and you will have the right to several methods of resolution through GP § 4-1B-04 and GP § 4-362.

Mail or Email: Ivy Williams, Maryland DPSCS, 300 East Joppa Road, Towson, MD 21286

ivy.williams@maryland.gov

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Reviewer:		Agency/Division:	Date:
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Fee: \$	# of Pages:
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