



Village of Terrace Park

Public Records Request Form

Date Requested: _____

Request Method: _____

Name of Requester: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____ Email: _____

Fax: _____

Records Requested: **provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

Do you want copies of the documents: Yes -or- No

Do you want Electronic Copies or Paper Copies? _____

If you want Electronic Copies, in what format? _____