

## DATA REQUEST FORM – Members of the Public

Date of Request: \_\_\_\_\_

I am requesting access to data in the following way:

Inspection                       Copies                       Both inspection and copies

**Note:** The RA will charge 25 cents for black and white, single sided copies and \$1.00 for color, single sided copies. Double sided copies are considered 2 copies. Copies that are sent electronically are free. Inspection is free but HLWD charges for copies when the cost is over \$10.00.

**These are the data I am requesting:**

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

### Contact Information

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

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

Phone Number: \_\_\_\_\_                      Email address: \_\_\_\_\_

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, some type of contact information is needed. In addition, if your request is not understood and clarification is needed, without contact information, the request cannot be processed.