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## Freedom of Information Act (FOIA)

Request for Access to Official Documents  
(Pursuant to section 13)

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_  
*Street Address*
*City*
*State*
*Zip*

Phone Number: \_\_\_\_\_

1	Property Owned By (Name/Business, Address, and Phone):
2	Property Location (Town/Range/Section, Township, Tax ID #):
3	Description of Documents Requested:

Note: Applicants shall identify the document(s), or provide sufficient information to enable an officer/employee of LMAS DHD, who is familiar with the relevant documents, to identify the document(s) with reasonable effort.

Subject to the provisions of the Act, access to a document may be granted by supplying a written copy of it or by making it available for inspection or, if appropriate, by supplying a copy of a tape, disk, film or other material containing the information, by the supplying a transcript of such tape, disk, film, or other material or by making arrangements for the hearing or viewing of such tape, disk, film, or other material.

The making of this request is free of charge, however, for large requests, where access to documents requires a file search, fees may be assessed in accordance with the formula set forth in the Freedom of Information Act.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_