



City of Brillion  
Open Records Request Form

Records may be released between the hours of 7:30 a.m. and 5:00 p.m. Monday through Thursday and 7:30 a.m. and 3:00 p.m. on Friday.

This form must be filled out for requests for inspection or photocopies of city records by either the requester or if the requester refuses, by staff receiving the oral records request. Requests exceeding \$5.00 must be paid in advance.

DATE: \_\_\_\_\_ FORM COMPLETED BY: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

INFORMATION OR RECORDS REQUESTS (Please be specific): \_\_\_\_\_

\_\_\_\_\_

**Photocopy Fee:** \$0.25 per page X \_\_\_ pages \$ \_\_\_\_\_

**Tapes and Other Media:** (Actual Cost) \$ \_\_\_\_\_

**Postage:** (Actual Cost) \$ \_\_\_\_\_

**Faxing:** (\$1.00 per page) \$ \_\_\_\_\_

**Administrative Charges:**  
(Actual costs if they exceed \$50.00) \$ \_\_\_\_\_

**Total Charges** \$ \_\_\_\_\_

Signature of Person Making Request: \_\_\_\_\_

Signature of Person Receiving Request: \_\_\_\_\_