

# TOWN OF LUBEC

40 School Street, Lubec, Maine 04652

(207) 733-2341

Fax (207) 733-4737

## ***Request for Information***

*All Freedom of Information Requests should be in writing, either on this form or other suitable legible written format. A full contact name, address, and phone should be included. All requests shall be sent to the attention of the Public Access Officer. \* Please note there may be a reasonable fee charged for copying and research.*

<b>Request Made By:</b> _____
<b>Date of Request:</b> _____
<b>Items Requesting:</b> _____
_____
_____
_____
_____
<b>How can the Town Office contact you with our response?</b> _____
_____
<b>Signature:</b> _____

**Date request received by Town Office:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Date of reply:** \_\_\_\_\_

**Cost of Photocopying (\$0.50/page):** \_\_\_\_\_

**Cost of Research (1<sup>st</sup> hour free):** \_\_\_\_\_

**Payment Received:** \_\_\_\_\_

We request that you put your request in writing for clarification purposes only. It is not required by law to do so, nor are you required to give your name and address.