REQUEST FOR PUBLIC INFORMATION

Name: ____________________________________________ Date: _________________
Address: ________________________________________________________________________________________
City: ____________________________________________ State: __________, Zip Code: __________
Phone Number(s): ________________________________________________________________________________

What do you require (please check):  ____Physical examination of files;  ________Copies (how many); ________Manipulation of Data onto CD;  ______Other (Please explain): ____________________________________________

Please indicate the information you require: Project name, list each requested document, project file number. Please be as specific as possible, provide staff with all information you have available to you to avoid delays. Allow three (3) days for a search of the records. Attach a separate sheet if necessary.

________________________________________________________________________________________________________________________________________________________

COPY CHARGES: Letter size (8.5 x 11) $.25 per page after 10 pages; Legal size (8.5 x 14) and 11x17, $.25 for each page; Full Size Maps $10.00 per page; Electronic copies $12.00 per disk.

RESEARCH: Extraordinary requests (searching voluminous or multiple files for specific information) will be charged at a base rate of $30.00 after the first hour.

Data Manipulation, for example, reports, maps or other products provided through manipulation is, $50 per hour.

Payment is required upon receipt of documents/products. An advance deposit may be required for large projects. Cash, or checks made payable to El Paso County, will be accepted.

I acknowledge and agree to the above terms:

Signature: ____________________________________________ Print Name: ____________________________________________

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<th>No. of copies</th>
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<td>Hours of Data manipulation</td>
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TOTAL OWED: ____________________________

2880 International Circle, Suite 110 – Colorado Springs – Colorado – 80910
719-520-6300 – www.elpasoco.com