

"RIGHT TO KNOW" REQUEST

The public information identified below is requested **forthwith**, pursuant to New Hampshire RSA 91-A.

INFORMATION REQUESTED FROM:

NAME OF PUBLIC BODY
STREET AND/OR PO BOX
CITY, STATE, ZIP

NAME OF PERSON MAKING REQUEST (PRINT) _____ DATE _____

I WISH ONLY TO INSPECT AT THIS TIME.

IF REQUESTED INFORMATION IS NOT IMMEDIATELY AVAILABLE, I WOULD LIKE TO HAVE IT:

faxed to me at _____

e-mailed to me (if electronic file is available) @ _____

sent to me via U.S.P.S. mail to: _____

held for me. Call me at _____ and I will pick up.

other: _____

Signature of person making request _____

DESCRIPTION OF INFORMATION REQUESTED:

I HEREBY ATTEST THAT I HAVE RECEIVED A COPY OF THIS PUBLIC INFORMATION REQUEST ON BEHALF OF THE PUBLIC BODY NAMED ABOVE AT _____ AM or PM ON _____, 20____.
(circle one) (month and day) (year)

Name of person accepting request (PRINT) Signature of person accepting request

- The requested information is NOT AVAILABLE. Reason** _____ (attach explanation if necessary)
- The information may not be available. We will search and notify you of our results.
- The information is available, and the cost to reproduce will be _____ per 8 1/2 X 11 photocopy; \$ _____ per audio tape. Larger documents or records will be charged at the cost to reproduce them..

Name of person responding (PRINT) Signature of Person Responding Date of Response

"RIGHT TO KNOW" HOW TO USE THIS FORM REQUEST

The public information identifier

to New Hampshire RSA 91-A.

INFORMATION REQUESTED FROM:

NAME OF PUBLIC BODY	<i>For the state or large cities, petition to a specific department or body (committee, commission, etc.). For small towns, petition directly to the town through the selectmen and/or town manager.</i>
STREET AND	
CITY, STATE,	

NAME OF PERSON MAKING REQUEST (PRINT) _____

DATE _____

I WISH ONLY TO INSPECT AT THIS TIME.

IF REQUESTED INFORMATION

Be sure to enter your name and the date. Make it clear how you would like to receive the information. Keep in mind, they can, and may, charge you for everything you request. If you choose to receive the information by email or USPS, you may be asked to send a check in advance.

DO HAVE IT:

- faxed to me at _____
- e-mailed to me (_____
- sent to me via U _____
- held for me. Call _____
- other: _____

Signature

DESCRIPTION

Word your description either very generally ("all calendar year 2005 city council minutes relating to the purchase of land") if you are not sure how to identify all the relevant documents you are seeking; or very specifically ("the town's payroll voucher for June 12, 2005") if you know exactly what you're looking for.

BE AWARE: If your request is too general, you may receive lots of irrelevant copies and have to pay for them. Right to Know requests can get expensive. Copies of tapes might run \$5-\$15; photocopies might range from 25¢ to 50¢ a copy. Individual public bodies set the costs, so they will vary and may be more or less than estimates made here. Courts are final arbiters of "actual cost" pursuant to RSA 91-A:4, IV.

I HEREBY

THE PUBLIC BODY NAMED ABOVE AT _____ AM/PM ON _____, 20____ (circle one) (month and day) (year)

- The _____
- The _____ (ary)
- The per _____

It is STRONGLY RECOMMENDED that if you make your request in person, you make a photocopy of your request and have this section completed by the person who accepts your original copy. Some places may be willing to make the copy for you. Always keep copies that have their original signatures. If you use the USPS, send it via certified mail; if you request via e-mail, save a copy. If the response is made on this form, be sure the response section at the bottom is completed when you accept it.

response