

# Open Records Request Form

Fill out this Open Records Request form below to request public information. This form is intended to be a guide to help clarify and expedite requests. Open records requests are to be made to the clerk of the municipality where you are requesting information.

\*Make a copy of the form for your records. Call 262-544-8280 for questions about the form.

Completed form should be faxed or mailed to the Municipal Clerk at: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please input your contact information below. Required fields are marked with an asterisk (\*).**

\* Name \_\_\_\_\_

Company/Organization \_\_\_\_\_

\* Mailing Address \_\_\_\_\_

\* City \_\_\_\_\_ \* State \_\_\_\_\_ \* ZIP Code \_\_\_\_\_

E-Mail Address \_\_\_\_\_ (E-Mail is the preferred form of communication.)

\* Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**\*Please provide the complete address you are inquiring about. If you have additional information such as a tax key number, permit number, property owner, contractor, etc. that will be helpful to locate all documents, please include that also.**

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## **Open Records Request Procedure**

1. Request must be made in writing to the municipal clerk with the name of the person(s) making the request.
2. The clerk should then forward that letter to IIL
3. IIL will then send (fax) the records to the clerk to send to the person making the request.
4. If the person chooses to come into the municipality, they can look at the file without a request filled out. Any copies they may want would be charged a fee.