MARITIME ACADEMY OF TOLEDO Public Records Request Form

COMPLETING THIS WRITTEN REQUEST IS *OPTIONAL*. YOU MAY MAKE YOUR PUBLIC RECORDS REQUEST ORALLY IF YOU SO CHOOSE.

2. Type of Request: (Check all that apply.)	
☐ Request to Inspect Records ☐ Request for	Copies of Records Request for Mailing Records
3. Requested Records: (Attach additional pages, if necessary. If request was in writing, attach written request.)	
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4. Requested Format of Copies of Records: (Check applicable format, if copies of records are requested.
☐ Paper	☐ CD/DVD
☐ Electronic Format	□ Other:
5. Requestor Contact Information: (Optional)	
Name:	Phone Number:
Mailing Address:	
Email Address:	
Email Address: (This area to be completed by MARITIME A	
(This area to be completed by MARITIME /	ACADEMY employee.)
(This area to be completed by MARITIME A	ACADEMY employee.) Time of Request
(This area to be completed by MARITIME A	ACADEMY employee.) Time of Request: (For mailed written requests.)
(This area to be completed by MARITIME) Date of Request: Date Request Received:	ACADEMY employee.) Time of Request: (For mailed written requests.)
(This area to be completed by MARITIME.) Date of Request: Date Request Received: Employee Receiving Request: For oral requests, did the requestor read the	ACADEMY employee.) Time of Request: (For mailed written requests.) above request or have it read to him/her?
(This area to be completed by MARITIME And Date of Request: Date Request Received: Employee Receiving Request: For oral requests, did the requestor read the Yes □ No □ If No, indicate reason:	ACADEMY employee.) Time of Request: (For mailed written requests.) above request or have it read to him/her?
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