

Freedom of Information Act (“FOIA”) Request

Name: _____ Date: _____

Street Address: _____ City, State, Zip Code: _____

Email: _____ Phone Number: _____

Under the **Connecticut Freedom of Information Act § 1-210 et seq.**, I am requesting an opportunity to inspect of obtain copies of public records:

Describe the records or information sought with enough detail.

If there are any fees for searching or copying these records, please inform me if this cost will exceed \$_____. *This information is not being sought for commercial purposes.*

The Connecticut Freedom of Information Act requires that the department acknowledge this request within four business days. Please contact me with information about when I might expect copies or the ability to inspect the requested records.

Thank you for considering my request.

Sincerely,

Note: Email the completed request form to: wilnelia.santos@hartford.gov

DO NOT FAX