



City of Hillsboro
 PO Box 400
 Hillsboro, ND 58045
 Phone: 701-636-4620
 Fax: 701-636-4621

Information Request Form

1. Name:					
2. Address:					
3. Phone Number:					
4. Email Address:					
5. Dates of requested information:					
6. Description of information requested:					
7. How would you like to receive information?		Phone	E-mail	Mail	In Person
8. I have been made aware of the fees associated with an information request.		Yes		No	

Fee Schedule:

- Copies \$0.25 per page of standard letter or legal-size paper
- Any other types of copies will be charged the actual cost for copying- including labor, materials and equipment costs
- The first hour of locating requested records is free.
- Locating after the 1st hour is \$25.00 per hour
- Redacting any exempt or confidential information after the 1st hour is an additional \$25.00 per hour.

Signature: _____

Date fulfilled : _____ By: _____