



## Department Use Only

Identification provided \_\_\_\_\_

Fee Amount \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_

Fee Waived by \_\_\_\_\_ Reason \_\_\_\_\_

Date request received \_\_\_\_\_ Time limit for response \_\_\_\_\_

### Response:

Approved

Denied: Reason \_\_\_\_\_ Date notice sent \_\_\_\_\_

Requestor notified – agency does not maintain record  
Record maintained by \_\_\_\_\_ Date notice sent \_\_\_\_\_

Extraordinary circumstances invoked, legal citation \_\_\_\_\_  
Consequent arrangements and time limits \_\_\_\_\_

Redaction of private/protected information \_\_\_\_\_

Completed by \_\_\_\_\_

Date Completed \_\_\_\_\_

Rev: Jan 2020