

TOWN OF BLADENSBURG
Office of the Town Clerk
4229 Edmonston Road
Bladensburg, Maryland 20710

Public Information Act (PIA) Records Request Form

All requests for records maintained by the Town of Bladensburg pursuant to the Maryland Public Information Act should be submitted on this form to the Office of the Town Clerk at Clerk@BladensburgMD.gov or in person at the address above. Please type or print.

Individual Name _____ Date _____

Business/Organization Name _____

Mailing Address _____

City _____ State _____ zip _____

Phone Numbers _____

Email Address _____

Describe or identify the records that you want to inspect or have copies in as much detail as possible. Please append any additional request information if necessary.

The first ten (10) pages of paper or electronic copies of documents are free. Above that, the copies are 25 cents per page, regardless of whether or not hard copies or electronic copies are requested. The Town will calculate a fee for staff time based on current hourly rates for the research and retrieval of records. The first two hours are free. Prepayment for the records is required. If the amount of time takes more or less than expected, an adjustment will be made. The requestor will be provided an accounting of the time spent on the request. If applicable, the Town will charge for necessary attorney's fees in association with a request.

_____ I am willing to pay all fees for this request without notification.

_____ I am requesting that the fees be waived on the following grounds (Please append any additional information if necessary):

Signature _____ Date _____