

TOWN OF BELLINGHAM

FIRE DEPARTMENT
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WILLIAM R. MILLER, Chief
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PUBLIC RECORDS REQUEST

The Law does not require any specific format for making a public records request, but the sample below may be helpful. It is recommended that your request contain the following information.

Please feel free to submit this form. A \$50.00 fee payable to the Town of Bellingham must be received with your request.

Date requested mailed: _____

This is a request under the Massachusetts Public Records Law (M.G.L. Ch 66. Section 10). I am requesting that I be provided a copy of the following records:

(Please include a detailed description of the information you are seeking)

I recognize that I may be charged reasonable costs for copies, as well as for personnel time needed to comply with the request. The Public Records Law requires you to provide me with a written response within 10 business days. If you cannot comply with my request , you are statutorily required to provide an explanation in writing.

Sincerely,

Your contact information: