



**FREEDOM OF INFORMATION LAW (FOIL) REQUEST FORM**

Please print all information legibly. This form may be submitted by mail or electronically to Director of Administrative Services and FOIL Officer James Perry at [jperry@NFWB.org](mailto:jperry@NFWB.org)

|                             |                                  |
|-----------------------------|----------------------------------|
| _____                       | THIS AREA BELOW FOR OFFICIAL USE |
| Date of request             | _____                            |
| Request made by (Name)      | Received By on (Date & Time)     |
| Address                     | Department                       |
| City, State, Zip Code       | Tracking                         |
| E-mail, ( if applicable)    | _____                            |
| Phone number with area code | _____                            |

Request applying to the purchase/inspection of the following (please be specific)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(use other side if needed and indicate continued on reverse side)*

If there is a cost associated with the request, would you like a quote first?    Yes    No  
Only if over \$ \_\_\_\_\_

Please provide this in electronic format if available.    Yes    No

|  |              |
|--|--------------|
| _____                                  | _____        |
| Signature of person making the request | Representing |

**Approved    Denied    Reason:**

If this request is denied or any portion of your request is denied you may file an appeal to obtain a complete explanation within ten (10) business days by making a written request. You will have thirty (30) days to appeal any denial to Rolfe Porter, Executive Director.