



Town of Provincetown  
260 Commercial Street

## PUBLIC RECORDS REQUEST FORM

**All public records request will be responded to within ten (10) business days (Monday through Friday, excluding legal holidays) after receipt of request.**

**Responses may indicate further time is necessary, additional information is required, or an estimate of fees required to fulfill the request, as examples.**

Pursuant to Public Records Law all exemptions will be redacted from any and all material being released.

Date of Request:

Description of  
Materials Sought:

Requestors Information:

Name of Requestor:

Firm / Company:

Address:

City:

State:

Zip:

Phone number:

Fax number:

Email:

**Please be as specific as possible when requesting information.**

**All information will be provided electronically when available, unless otherwise requested**

**OFFICE USE:** Received by:  Initial Response:  Subsequent Reviews:

Fees:  Paid:  Records Provided: