

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT
 16055 Old Forest Point, Suite 103
 Monument, CO 80132
 Bus: (719) 484-0911 Fax (719) 481-3456

Christopher Truty, Fire Chief



OPEN RECORDS REQUEST

Date: _____

Copies Requested

Yes []

No []

Electronic Delivery Requested (if available electronically)

Yes []

No []

If not electronic delivery, requestor must pick documents up when ready at the District Administration Building, 16055 Old Forest Point, Suite 103, Monument, CO 80132

Name: _____		
Address: _____		City: _____
State: _____	Zip Code: _____	Daytime Phone: _____
E-mail Address: _____		FAX Number: _____

Be as specific as possible and indicate the information desired or list each requested document:

Pursuant to §24-72-203 C.R.S. three (3) working days may be allowed for a search of the records. This may be extended by seven (7) working days for extenuating circumstances, to include records which are in active use, in storage or otherwise not readily available.

REQUEST MAY BE FAXED OR EMAILED TO: 719-481-3456 jmartin@tlmfire.org

[Please note – all faxed or e-mailed requests must be followed up with a phone call to the Office Administrator/HR or Fire Chief to be sure the request was received: 719-484-0911]

Charges: (See current fee schedule, payment must be received prior to release of report)

	=	
	=	
	=	
Total	=	\$ _____

Staff Use Only Date Received: _____ Time Received: _____ Date Completed: _____ Time Completed: _____ Completed By: _____ Summary of Response: _____		
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