



**Request for Public Information / Records**

I, The undersigned, hereby request the custodian of the following described public records of STAR Transit to produce the following records for inspection and / or duplication. I understand there may be a charge assessed for copies of the records or access to public records and STAR Transit may require prepayment prior to preparation of the requested copies.

**Date of Request:** \_\_\_\_\_

**Name of Requestor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Telephone#:** \_\_\_\_\_

**Signature of requestor may be verified or required on delivery of records.**

**Items Requested:** Please be specific, include time-frame as appropriate.

**Notices:** If the information and/or record you have requested is within one of the exceptions from disclosure as stated in the Public Information Act, you will be advised.

In accordance with the ADA, the Public Information Officer will provide copies of requested documents in an alternate format to persons with disabilities at no additional charge.