



# FOAA REQUEST FORM

P.O. Box 1757, Naples, Maine 04055  
Phone: (207) 693-6364 / Fax: (207) 693-3667  
[www.townofnaples.org](http://www.townofnaples.org)

**Please complete this form and send it to the Town of Naples / FOAA Officer. Note: There is a charge for staff time over two hours. A fee is charged for all copies. Fees are governed by State statute and the Town of Naples Fee Schedule**

Date: \_\_\_\_\_ Requestor's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Please provide details of the information requested, including specific dates:

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Date Received: _____	Received by: _____
Assigned to: _____	<input type="checkbox"/> Denied <input type="checkbox"/> Does not exist <input type="checkbox"/> Exists in Part <input type="checkbox"/> Shall be Provided
Estimated Cost, including time: \$ _____	Estimated Date Available: _____
Date Provided/Denied: _____	Signature: _____
Notes: _____	
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