



# Village of North Prairie

Waukesha County, Wisconsin

130 N. Harrison St.  
Box 276  
North Prairie, WI 53153  
Phone: (262) 392-2271  
Fax: (262) 392-2936

## OPEN RECORDS REQUEST APPLICATION

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Records Request (Please be as specific as possible; names, dates, locations and/or Tax Key#):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

*To Be Completed By Approving Authority:*

Received by: \_\_\_\_\_ Approved: Yes \_\_\_ No \_\_\_ Authority: \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

No. of Pages \_\_\_\_\_ Fees Received: \$ \_\_\_\_\_

Acknowledgement that Requestor Inspected or Received a Copy of Document(s) requested:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Photocopying Rates According to our Municipal Code:** Your request will be given priority and you will be notified as soon as the information is collected. Standard cost is .25 per copy. Actual costs will be determined by the Village Clerk.