



**CITY OF NEW CARROLLTON**  
 6016 PRINCESS GARDEN PARKWAY, NEW CARROLLTON, MARYLAND 20784  
 Phone (301) 459-6100 Fax (301) 459-8172

**Maryland Public Information Act Request Form  
 (Please Print)**

This request is filed under Title 4 of the General Provisions Article of the Annotated Code of Maryland (the "Maryland Public Information Act") for (please check): \_\_\_ examination and/or \_\_\_ copies of the records indicated below.

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

Organization or Company Represented (if any): \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_

The request should be as specific as possible, including specific dates and/or time frames, document names or subject matter, and specific locations and/or addresses.

I request access to the following public record(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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*I understand that if the City does not have the record(s) as requested above, the City is not required to compile information or create any record or document. I further understand that I may be charged for the costs of gathering, reviewing, and copying the documents requested; that I would be notified in advance of any charges; that large requests will require a 50% deposit, and that I will be required to pay the balance of any charges prior to the release of the documents. I understand that if I am permitted to examine a record, I shall not alter, falsify, cancel, destroy, mutilate or remove any part of it, under penalty of law.*

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

*Questions should be directed to the MPIA Coordinator, City of New Carrollton, 6016 Princess Garden Parkway, New Carrollton, MD 20784, 301-459-6100 or by fax at 301-459-8172.*