



Fairbanks North Star Borough
 P.O. Box 71267
 Fairbanks, AK 99707

Fairbanks North Star Borough Public Records Request Form

Name of Individual or Company Requesting Records:		Date:
Organization or Company:		
Address:		
City, State:		Zip Code:
Who should we call if we have a question? Contact:		Telephone:
E-mail Address:		

Please describe in detail below the information/documents requested using as much specificity as possible.

I request to inspect the following documents or files:

I request copies of the following documents or files: (Hardcopy Electronic copy Emailed copy)

I understand that I will be charged a fee for each page that I request to be copied/scanned. I further understand that if it is determined that my request will require more than five hours of staff time that I will pay, upon notification, the personnel costs required to complete the search and/or copying tasks.

CERTIFICATE OF NONLITIGATION AFFILIATION

I hereby certify that:

- (1) I am not involved in litigation, in a judicial or administrative forum, with the Fairbanks North Star Borough or another public agency to which the requested record is relevant;
- (2) I am not acting on behalf of or otherwise representing any person who is involved in litigation with the Fairbanks North Star Borough or another public agency to which the requested record is relevant; and,
- (3) To the best of my knowledge, neither a notary public nor other official empowered to administer oaths is available at the time I make this certification of nonlitigation affiliation.

OR

Document is notarized below.

I certify under penalty of perjury, that the foregoing statements are true.

Dated this _____ day of _____, 20__ at _____.

Signature

Print Name

State of Alaska)
) ss
Fourth Judicial District)

Subscribed and sworn to (or affirmed) before me at _____, Alaska by _____
on the _____ day of _____, 20__.

Notary Public's Signature
My Commission Expires: _____

Within 5 working days of receiving your request, we will fill your request, or you will be advised of the reason we are unable to fill it. (The completed "Reply" portion will be returned to you). If you have questions, please call (907) 459-1401 for record request assistance.

REPLY TO YOUR PUBLIC RECORDS REQUEST No. _____ - _____ - _____
(Year) (Dept) (Number)

- Inspection only (no copies or scanning required)
- Enclosed are the records you requested and for which you have paid.
(**Hardcopy** **Electronic copy** **Emailed copy**)
- We have located the records you requested and they exceed the number of pages that the Borough provides at no charge. The cost is \$ _____ for _____ pages at \$ _____ per page. The records will be provided upon receipt of payment. Please make your check or money order payable to FNSB. Your check should reference Number _____ and should be sent to:

_____ Department
Fairbanks North Star Borough
P.O. Box 71267
Fairbanks, AK 99707

- We are unable to provide the records you requested.
 - A search was made, but no records were found.
 - A search was made, but the requested item is not available because it is not a public record for the following reason: _____. **You may appeal this decision to the Borough Attorney. An appeal shall be filed within 30 days from the date of written notification. (FNSB2.16.020(D)).**
 - We are unable to find the record you requested because the request did not include sufficient information to find it. Please contact the Records Custodian at the phone number listed below.
 - Not within the Borough's jurisdiction.

Signature of Records Custodian

Printed Name of Records Custodian

Department: _____

Telephone Number: _____

Date: _____