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## Utility Public Records Request Form

Please fill out the following information to request records. Dade County Water & Sewer Authority reserves the right (Under O.C.G.A. Title 50 Chapter 18 Article 4) to charge a service fee based on the actual cost incurred for extensive use of information technology resources or labor costs of personnel providing the services.

Date of request: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

Description of Records (Please be as specific as possible):

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

How would you like this information?  Mail  Email  Fax  Pick up

Acceptable Payment Method: Check/Money Order, Cash, or Card (Visa, Mastercard, or Discover)

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

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### **For office use only:**

Total Copies Provided: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

Request Completed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_