

Fort Wayne Public Transportation Corporation
801 Leesburg Road
Fort Wayne, IN
46808



FOIA Request for Public Records

Indiana Freedom of Information Act, Access to Public Records law, Indiana Code 5-14-3-1

Request Number: _____ Date Received: _____

How was the request received: Email Fax Mail Other

Name: _____

Phone: _____ Email: _____

Firm/Organization: _____

Fax: _____

Street: _____

City: _____ State: _____ Zip: _____

Request for: Copy Certified Copy Record Inspection Subscription to record on a regular basis

Delivery method: Will pick up Mail to address above Email to address above Deliver on digital media provided by Citilink: _____

Describe the public record(s) as detailed as possible. You may use this form or attach additional sheets:

Citilink's Response Time: I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Indiana Freedom of Information Act, Access to Public Records law, Indiana Code 5-14-3-1. I understand that Citilink must respond to this request within a reasonable time after receiving it. Citilink will exercise reasonable efforts to respond to this request within (7) days of receiving this request.

Requestor's Signature: _____

Date: _____

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Records Located on Website

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, Citilink must notify the requestor in its written response that all or a portion of the requested information is available on the website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information available. On the detailed cost itemization form, Citilink must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If Citilink has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to the individual in a paper format or other form, including digital media, Citilink must provide the public records in the specified format (if Citilink has the technological capability) but may charge statutorily permitted fees.

Request for Copies/Duplication of Records on Citilink's Website

I hereby stipulate that, even if some or all of the records are located on Citilink's website, I am requesting that Citilink make copies of those records on the website and deliver them to me in the format I have requested. I understand that some FOIA fees may apply.

Requestor's Signature:

Date: