



TOWN OF MOFFAT | EST. 1911

Town of Moffat
PO Box 353
401 Lincoln Ave
Moffat, CO 81173
719-256-4538

Clerk@moffatcolorado.com

Request for Public Record

It is the goal of the Clerk's Office to assure prompt and equitable service to customers requesting access to public record. It is the Clerk's Office to make records available for public inspection at reasonable times unless such records are protected from disclosure by law. Please be advised that fees are associated with requests for copies or other request that require significant resources. The Clerk's Office has the right to request a deposit for research fees, and copies.

Requested By: _____

Phone Number: _____

Mailing Address: _____

Date Requested: _____

Specific Records Requested: _____

Request To: Inspect: _____ Mail Copies: _____ Email: _____

Means of Notification: Mail: _____ Pick Up: _____ Email: _____

Requestor's Signature: _____ Date: _____

Office Use Only

Fee \$ _____ Paid? No: _____ Yes: _____

Date Requested Completed: _____

Request Completed By: _____

Distribute: Mail: _____ Pick Up: _____ Email: _____

Date: _____ Initials: _____