



# THE CITY OF WHITTIER

Gateway to Western Prince William Sound  
P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

## Request for Information

To: \_\_\_\_\_ Date/Time: \_\_\_\_\_

From: \_\_\_\_\_ Required For: \_\_\_\_\_

### INFORMATION REQUESTED:

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

A minimum of 72 hours is required to fill all requests. Depending on the workload in the City Office and the nature of the requests, personnel may need more than 72 hours to fill, but all requests will be handled as quickly as possible. If you have not received the information requested within 72 hours, you will be notified in writing when you can expect the work.

Copies are .50 cents per page and DVDs are \$5 per copy. Information can be emailed for \$5

Please specify how you would like to receive the information.

I will pick it up. Please call me at: \_\_\_\_\_

Please mail the information to me at: \_\_\_\_\_

Email \_\_\_\_\_

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

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

\_\_\_\_\_ Fax: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Printed name of person who provided the information: \_\_\_\_\_  
Information released to requestor as specified above: Date \_\_\_\_\_ Time: \_\_\_\_\_