



Town of Moorcroft  
104 N. Big Horn Ave.  
PO Box 70  
Moorcroft, WY 82721  
307-756-3526  
307-756-3472 (f)

**PUBLIC RECORDS REQUEST FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
First Last

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

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

Company: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

Request Made:  In Person  In Writing  By Email  Telephone  Fax

Delivery Method Preferred:  Inspection  Copies  Mailed  Pick-up

**Description of Information Requested: Please be as descriptive and thorough as possible.**

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

**Purpose of Request**

Personal  Commercial  Litigation

The Town of Moorcroft will attempt to provide the information request within a responsible time. Please note that some requests may require additional research that may prolong the time in which you will receive your request. If an extended request period is anticipated you will receive notification of the anticipated completion date.

If the request is urgent, please identify the date desired: \_\_\_\_\_

Identifying this target date does not guarantee that your request will be granted by this date.



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**Town of Moorcroft Public Records Request Fee Schedule (Resolution 3-2024)**

- Photo Copies: \$1.00 – 1<sup>st</sup> page, 25¢ per additional page
- Color Copies: \$1.75 – 1<sup>st</sup> page, and 50¢ per additional page
- Faxes: \$3.00 – 1<sup>st</sup> page, \$1.00 per additional page
- Plotted Maps: \$8.00
- Budget Copy: Cost to Produce
- Records Requests: Cost of Copies, \$23 hourly/\$6.00 minimum, plus any additional overtime
- Certified Copies: \$5.00 per copy
- Notary: \$5.00 per notarized document
- Reports: \$10.00 per report or cost to produce

**Signature**

I understand there may be charges for the duplication of these records. I agree to pay all applicable fees and charges for the requested information as identified above in the fee schedule, or any costs to contract.

Payment must be received before the request will be released. Payments must be received up front for requests estimated at a cost over \$50.00 or requiring more than two hours of research time.

Would you like the Town to contact you regarding the charges before processing your request?

Yes  No

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

**OFFICE USE ONLY**  
Request Granted

Date Received: \_\_\_\_\_ Request Completed: \_\_\_\_\_  
 Approval of Release of Records: \_\_\_\_\_

**FEES**

Copies: \_\_\_\_\_ Research Fees: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Maps: \_\_\_\_\_  
 Budget: \_\_\_\_\_ Certification: \_\_\_\_\_  
 Color Copies: \_\_\_\_\_ Reports: \_\_\_\_\_  
 Postage: \_\_\_\_\_ Audio CD: \_\_\_\_\_

**Request Denied**

Date Received: \_\_\_\_\_ Request Completed: \_\_\_\_\_

The Town of Moorcroft is denying inspection or copying of these records. Access is denied pursuant to Wyoming State Statutes §16-4-201 (a)(v) to §16-4-204, attached to this form. This statute has identified this information as non-disclosable.