

Town of Greensboro

P.O. Box 340
111 S. Main Street
Greensboro, MD 21639
410-482-6222



FREEDOM OF INFORMATION ACT REQUEST FOR RECORDS SEARCH

(Incomplete applications will not be processed)

Applicant's Name and Mailing Address	Property Description
Applicant's Name	911 Address of Parcel
Mailing Address: Street Address or P.O. Box #	Map, Block, Parcel Numbers
Mailing Address: City, State, Zip	Lot # and Name of Subdivision (if applicable)
Applicant's Phone Number	Property Owner
Records Delivery Options: ___ Email (No Charge) ___ Hard Copy (charges below)	Records Requested
Applicant's Comments	
Applicant's Signature	Date

All requests for information contained within Town files **must be submitted in writing**. Every effort will be made to respond to such requests promptly. However, due to limited office staff and workload, requests may take **up to thirty (30) days** to process.

Fees and Charges:

- The first **two (2) hours of research time** are provided at no cost.
- Requests requiring more than two hours of staff research time will be subject to **hourly fees** based on the employee's rate of pay.
- **Copying Fees:**
 - Black & White: **\$0.50 per page**
 - Color: **\$1.50 per page**
 - Copies larger than **11" x 17"** will incur additional fees based on actual cost.
- **Deposits** may be required prior to beginning extensive searches or copying.
- All fees for staff time and copies must be **paid in full prior to the release of information**.