



Town of Mukwonago Waukesha County

W320 S8315 Beulah Road • Mukwonago, WI 53149
Phone: (262) 363-4555 • Fax: (262) 363-8377

OPEN RECORDS REQUEST APPLICATION

Date of Request: _____

Requestor's Name: _____

Address: _____

City: _____ State _____ Zip: _____

Phone Number: _____ Cell Number: _____

Email: _____

Records Requested (Please be as specific as possible; names, dates, locations and/or Tax Key#):

Signature: _____

To Be Completed By Approving Authority:

Received by: _____ Approved: Yes _____ No _____ Authority: _____

If denied, reason for denial: _____

No. of Pages _____ Fees Received: \$ _____

Acknowledgement that Requestor Inspected or Received a Copy of Document(s) requested: _____

Signature: _____ Date: _____

Photocopying Rates According to our Municipal Code:

Please allow 7 business days for information to be researched. Your request will be given priority and you will be notified as soon as the information is collected. Standard cost is .25 per copy. Actual costs will be determined by the Town Clerk and billed to the requestor. If copies larger than 11 x 17 are requested, out-sourcing will be recommended along with a completed Deposit Authorization for Release of Town Information Form. Please note: *If requested information is not picked up within 2 weeks after you are notified that it is available, a new request will be required. You will be charged for both searches.*