

EXCLUSIVELY FOR USE REQUESTING PUBLIC RECORDS FROM THE:

Department of Public Safety and Correctional Services



Maryland Public Information Act Request Application

Pursuant to the MD Code, General Provisions Article §4-101, *et seq.*, the undersigned applicant requests a copy of all public records containing the information hereinafter described and maintained by the Maryland Department of Public Safety and Correctional Services as custodian.

Date: _____ Check here if this request is being made on behalf of a press or media organization

Applicant: _____ Organization: _____

Mailing Address: _____ Apt./Suite _____

City: _____ State: _____ ZIP: _____

Email Address: _____ Phone No.: _____

I request the following public record(s) in the custody of the Dept. of Public Safety & Correctional Services:

Applicant's Signature: _____

Applicants are encouraged to be clear and concise when drafting their request for public record(s). The Department may recover its costs for the actual time expended for the search, preparation, legal review, and reproduction of records (the first 2 hours attributed to the search and preparation of public records for inspection are without charge). For printed or photocopied reproductions of more than 2 pages, there is a fee of \$0.50 per page copied. If an approved request is assessed a fee, the applicant will be invoiced for the actual (or estimated) fees due. The Department must receive payment of the invoiced amount due prior to commencement of any work, completion, and delivery of the request.

Please mail or email this application, along with any PIA-related correspondence, to:

Mail: Public Information Act Coordinator
Office of Constituent Services
Maryland Department of Public Safety and Correctional Services
6776 Reisterstown Road
Baltimore, MD 21215-2318
Email: dpscs.pia@maryland.gov