

Village of Mount Horeb  
 138 East Main Street  
 Mount Horeb, WI 53572  
 Phone (608) 437-6884 ext. 104 Fax (608) 437-3190  
[alyssa.gross@mounthorebwi.info](mailto:alyssa.gross@mounthorebwi.info)

### Public Open Records Request Form

**Public records may be requested, inspected and/or copies obtained during normal business hours (Monday through Thursday, 7am to 5:30p, and Friday, 7am to Noon). Please allow seven (7) days for information to be researched. You will be notified when records are available for your inspection or release**

<b>Requestor Information:</b>			
Name		Contact Phone #	
Address	City	State	Zip Code
Company/Organization Name		Job Title/Affiliation	
Fax:	Email:		
Document Requested (be specific):			
Reason for the Request:			
Signature:			
Fees: Standard size (8-1/2 x11) black & white copy \$.25 each; other types of copies (actual cost) Postage 1 <sup>st</sup> Class or UPS/FedEX (actual cost). Requests amounting to \$5.00 or more require prepayment in accordance with Wis. Stats. 19.35(3)(f). Records not readily available will be assessed a processing fee. The processing fees shall not be payable until a minimum of \$50.00 has accumulated. <b>Estimated cost for request:</b> Copies _____ x \$ _____ (fee) = \$ _____ Mailing Cost \$ _____ Hours to locate _____ x hourly rate \$ _____ = \$ _____			

**Most items on file with the Village of Mount Horeb are public records and may be available for viewing upon request. Certain private information may be omitted or redacted for protection of the parties involved.**

**Any information released may be subject to errors or omission and shall not be a binding liability upon the Village of Mount Horeb.**

<b>Office Use Only</b>	
Received by <i>(Initials)</i>	Pages
Fee	
Prepayment Receipt #	
Amount Prepaid	Balance Remaining
Final Payment	Receipt #