



Lovell, Wyoming

**All public records requests must be submitted to:**

Lovell Town Clerk  
PO Box 188  
Lovell WY 82431  
Phone: (307) 548-6551 Fax: (307) 548-7614  
Email: townoflovell@townoflovell.com

Per Wyoming State Statutes, public records must be released within 30 days after the date of acknowledged receipt of the request unless good cause exists preventing the release in that time frame. Please note that some requests may require additional research and preparation that may prolong the amount of time in which you receive your request. All applications for public records shall be submitted to the Lovell Town Clerk.

**Application for Public Records**

Name of individual requesting information	
Mailing Address	
Phone Number	
Fax Number (If requested)	
Email Address (If requested)	

**PART I:** I hereby request to (check one):  Inspect  Purchase Copy of the following records (please be specific and include names, dates, keywords and the name of the specific record(s). Attach additional sheets if necessary.


**PART II:** If the request is for Purchase Copy, indicate below how you want to receive the records:

Delivery Method:    \_\_\_ In Person    \_\_\_ Mail    \_\_\_ Email    \_\_\_ Fax

Document Format:    \_\_\_ Paper Copy    \_\_\_ .pdf    \_\_\_ Other \_\_\_\_\_

(please note that some records may not be available in the requested format)

I am requesting the Town of Lovell provide the requested information in accordance with Wyoming State Statute 16-4-201, Public Records, Article 2. I understand there may be a fee to provide the requested information. Fee must be paid at the time this request is submitted.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date