



Somerset County Health Department

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Public Health
Prevent. Promote. Protect.
Somerset County
Health Department

Health Officer Danielle Weber, MS, RN

Public Information Act (PIA) Request

I request information from the following specific records(s) in the custody of the Somerset County Health Department under Public Information Act, Annotated Code of Maryland, General Provisions Article, §§ 4-101 – 4-601 *et seq.* The procedures are also detailed in Somerset County’s PIA Policy and COMAR 10.01.08 Procedures for Access to Records.

Fees are in accordance with COMAR 10.01.08.04 as follows: Copies are \$.50 per page. Administrative Fee of \$25.00 per hour (first 2 hours are no charge). Certification of Copies are \$.20 per page. Mailing or Delivery Fee – Actual cost to SCHD. In accordance with COMAR 10.01.08.03, this office has 10 business days after the receipt of the request to respond to the record request.

Address of property: _____

Tax Map: _____ Parcel: _____ Section: _____ Block: _____ Lot: _____

Type of Records Requested:

Name of Person Requesting Records: _____

Company: _____ Email: _____

Office phone: _____ Cell Phone: _____ Fax: _____

Address: _____

I would like the records sent by (circle): Fax Email Mail Pick-up

Signature of person requesting records

Please fax request to: 410-651-5680

Office Use Only

Date records pulled: _____ # of copies: _____ Charge: _____

Clerk: _____ Receipt #: _____