

**GENEVA LAKE ENVIRONMENTAL AGENCY**  
**FOIA REQUEST FORM**

Date Requested: \_\_\_\_\_

Request Submitted By: \_\_\_ E-mail \_\_\_ U.S. Mail \_\_\_ Fax \_\_\_ In Person \_\_\_ Online

Name of Requester: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/County: \_\_\_\_\_

Zip (required): \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax (optional): \_\_\_\_\_

**Records Requested:**

*Please provide as much specific detail as possible so the Agency can identify the information you are seeking. You may attach additional pages if necessary.*

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**Do you want copies of the documents?**

\_\_\_ YES \_\_\_ NO

**Do you want:**

\_\_\_ Electronic Copies \_\_\_ Paper Copies

*If you would like electronic copies, please indicate your preferred format for the documents:*

\_\_\_ PDF

\_\_\_ Excel

\_\_\_ Word

\_\_\_ Other: Please Specify [\_\_\_\_\_]

**Do you want electronic copies on a USB Drive?**

*An additional fee of \$2.60 applies for the USB Drive.*

\_\_\_ YES \_\_\_ NO

**Is this request for a commercial purpose?**

\_\_\_ YES \_\_\_ NO

**Are you requesting a fee waiver?**

\_\_\_ YES \_\_\_ NO

*(If you are requesting that the Agency waive any fees for copying the documents, you must attach a statement explaining the purpose of the request, and whether the principal purpose is to access or disseminate information regarding the health, safety, welfare, or legal rights of the general public.) Wis. Stats. §§ 19.31-19.39.*