



5 NORTH MAIN STREET
BERKLEY, MA 02779

TOWN OF BERKLEY MASSACHUSETTS

FIRE DEPARTMENT



JASON PERRY
FIRE CHIEF

Public Records Request Form

**All Public Records Requests will be responded to within ten (10) business days after receipt of request. Responses may indicate further time is necessary, additional information is required, or an estimate of fees required to fulfill the request.*

Date of Request: _____

Description of Materials Sought:

Requestor Information:

Name: _____

Firm/Company: _____

Address: _____

City/Town: _____ Zip: _____

Email: _____ Phone: _____

Please specify delivery method:

☐ Hard-copy (\$0.05 per page)

☐ Other: _____

Office Use:

Date Received: _____ Received By: _____

Required Response Date: _____ Response Date: _____

Fees: _____ Paid: _____

Notes:
