



City of Boston
Mayor Kim Janey
Licensing & Consumer Affairs

REQUEST TO INSPECT RECORDS
(by appointment only)

REQUESTOR INFORMATION

Name (please print): _____ Title: _____
Address: _____
Company: _____
Telephone No.: _____ Email: _____

RECORDS REQUESTED

1. Entity Name: _____
D/B/A: _____
Address: _____
City: _____ Zip Code: _____

2. I hereby: request photocopies of specific documents within the file. Please
describe documents requested. _____

- **Cost for records:** \$.05 per black and white copies. No charge for electronic copies.
- **Research Cost:** There is no cost for the first two hours of time needed to find records. After two hours, the fee is usually no more than \$25 per hour. When we review a request, we will provide you an estimate of how much the research will cost.
- This office will respond to Requests to Inspect Records within 10 days. Thank you.

Signature: _____ Date of Request: _____

(FOR OFFICE USE ONLY)

DATE/TIME OF APPOINTMENT: _____

ASSIGNED TO: _____

DATE COMPLETED: _____