



Marc Elrich
County Executive

OFFICE OF CONSUMER PROTECTION

Eric S. Friedman
Director

Maryland Public Information Act (MPIA) Request Form

Montgomery County Executive Regulation 27-01AM under the MPIA allows requesters to review and/or receive copies of documents maintained by the Office of Consumer Protection (OCP). MPIA allows a requester to inspect existing records in its available format and does not require the department to create customized records. OCP will fulfill information requests within a thirty (30) day response period. Most requests are processed within five (5) working days.

Requests to review records will be scheduled by appointment only. OCP will contact requesters to schedule an appointment. Requests for copies of records may be charged an hourly fee for any preparation time past the first two hours. The OCP will contact you about any fee prior to its imposition. Additionally there will be a charge of \$.15 per page (if over 6 pages) if you choose to obtain the materials in paper form. OCP will contact the requester when the materials are available for delivery. All preparation fees must be paid (by cash or check) prior to documents being provided.

Date of Request: _____

Requester's Information:

Name	Daytime Telephone
Address	Evening Telephone
City State Zip Code	Cellular Telephone
Email	Fax

I am requesting (Check One): to review copies of the following:

Merchant Complaints for the following Merchant(s):

Merchant Name	Address
Merchant Name	Address
Merchant Name	Address

OCP Complaint Number(s): _____

Other: _____

_____ **Print Name**

_____ **Signature**

OCP Use Only Reviewed by: _____ File is available: Yes / No

Date Requester Notified: _____ Appointment Date/Time: _____

Number of hours: _____ Preparation or Copy Fee Due: \$ _____ Paid Received by: _____