



ENVIRONMENTAL RECORDS REQUEST

NORTH DAKOTA DEPARTMENT OF HEALTH

ENVIRONMENTAL HEALTH SECTION

SFN 60237 (07-2016)

Requester identification information is not required to fulfill a records request; however, some information on how to provide the response is needed and helpful. Please provide contact information needed to deliver the records. If the records will be picked up in person, please indicate how to inform the requester when the information is complete, or contact our office to confirm that the request has been completed. Contact information is helpful in case there are questions about the request.

Name of Requester	Telephone Number	Fax Number	
Mailing Address (if you would like a hardcopy sent to you)	City	State	ZIP Code
E-Mail Address (if you would like the records sent electronically)			

Information about the Entity you want records for

Present Name of Site, Company, or Business		
Previous Name(s) of Site, Company, or Business		
Name of Property Owner (if not the company or business on-site)		
Street Address of the Property	City	County
Present and Historical Use of the Property		

Geographic Information

Township	Range	Section	Qtr Section	Qtr Qtr Section	Qtr Qtr Qtr Section	Latitude (decimal preferred)	Longitude (decimal preferred)
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Type of Environmental Records Requested
Fee Limit Without Prior Authorization

Include a map and/or aerial photo showing location of property, with road names and outlining the property in a contrasting color. This is not a substitute for not filling out the geographic information fields above.

Please note: Requests that contain only a location street address are insufficient to perform an adequate search, and will be returned to the sender.

Records requests can be submitted by completing this form and sending it to the Environmental Health Section by fax, mail, or email.

North Dakota Department of Health
Environmental Health Section, Chiefs Office
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Bismarck, ND 58501-1947
E-mail: ehsopenrecords@nd.gov
Fax: 701.328.5200