



# Office of the Sheriff

## St. Mary's County



**Headquarters**  
23150 Leonard Hall Drive  
Leonardtown, MD 20650  
301-475-4200 Ext. 1900  
301-475-4047 Fax

**Detention Center**  
41880 Baldrige Street  
P.O. Box 960  
Leonardtown, MD 20650  
301-475-4200 Ext. 2200  
301-475-4010 Fax

## Public Information Request Form

PURSUANT TO THE GENERAL PROVISIONS ARTICLE SECTION 4-101 THROUGH 4-601, OF THE ANNOTATED CODE OF MARYLAND, THE UNDERSIGNED REQUESTS A COPY OF ALL PUBLIC RECORDS CONTAINING THE INFORMATION HEREINAFTER DESCRIBED:

(Please provide as much information as possible)

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Document(s) or Information Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How do you want the information disseminated:  U.S. mail  Available for pick-up

Please note: Depending on the request, your preferred method of delivery may not be available.

If it will take more than 10 working days to produce the requested records, the custodian must notify the requester in writing or by email of that fact. GP § 4-203(b)(2). The notification must be sent within the same 10-day time period and must indicate the amount of time needed to respond, the reason for the delay, and an estimate of the range of fees that may be charged.

Should your request be denied, you will have the right to several methods of resolution through GP § 4-1B-04 and GP § 4-362.

**Public Information Act  
Schedule of Fees**

The Maryland Public Information Act provides that a custodian may charge an applicant a reasonable fee for the search, for preparation of, and reproduction of a public record. A “reasonable fee” means a fee bearing a reasonable relationship to the recovery of actual costs by a governmental unit. These fees pertain specifically to the St. Mary’s County Sheriff’s Office.

Two hours of time for search and preparation of a public record for inspection are provided without charge. The applicant will be charged for additional time as follows:

Department of Information Technology (if necessary). \$37.00 per hour

Photocopies: Possible charge of \$5.00 up to 25 pages, and .10 per page over 25 pages.

This form can be submitted to the St. Mary’s County Sheriff’s Office: in person, by fax or by email. Payments can be made by check or money order to the St. Mary’s County Sheriff’s Office.

Fax number: 301-475-4734  
Email: Clay.Safford@stmarysmd.com