



TOWN OF MERRIMAC
INSPECTIONAL SERVICES

2 School Street Merrimac, MA 01860
Ph. (978) 346-0525 Fax (978) 346-0522

REQUEST TO VIEW DOCUMENTS IN ARCHIVE

Person or Firm requesting access to public domain documents: *(Please Print)*

Name: _____

Address: _____

_____ Phone: _____

I/We request to view archive documents in the public domain for the following address:

This request must first be reviewed and approved by Inspectional Services. Upon approval, you will be contacted to arrange for an appointment. In some instances, Proctor availability may allow immediate viewing access.

All requested documents must be viewed in our office accompanied by a town proctor, 30 minutes maximum allotted time per request.

Copies you've flagged for duplication are available for a fee. You will be given an estimated cost and delivery date before any copies are made.

I have viewed the requested Inspectional Services archive documents for the address above:

Signature: _____ Date Viewed: _____

Proctor: _____

Date: _____ Time In: _____ Time Out: _____

ID Verification: *Driver's License* *Company ID* *Business Card* *Other* _____

Comment: _____