



THE **OUTSIDE** IS IN US ALL.

Date:

Dear _____:

You have requested data from Montana Fish, Wildlife and Parks (MFWP). MFWP's process requires a signed request form from by the data requester describing what data is being requested and the data's intended uses.

Recently, the procedures on how data requests are processed has changed. In summary, once MFWP has received the signed version of the request form either by email, fax or regular mail, the form will be logged by the Directors Office staff and routed for review. If the request is approved, department staff will be assigned to complete the request. Be aware, the department may charge the requestor a fee depending on the staff time and materials required to fulfill the request. If a fee is likely to occur, you will be provided a cost estimate for approval before work on your request is initiated.

Please allow ample amount of time for data request to be completed since some complex requests may require additional time to process depending on the time of year and existing staff workload obligations.

Additionally, MFWP recommends you retain a copy of your signed data request form for your records.

Thank you for your interest in MFWP's programs and Montana's resources.

Sincerely,



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▪ **Please return the completed form to:**
 ▪ MFWP – Director’s Office
 ▪ Attn: Public Records
 ▪ P.O. Box 200701
 ▪ Helena, MT 59620-0701
 ▪ And/or email to:
 ▪ fwpgen@mt.gov

PUBLIC RECORDS REQUEST FORM

Requestor’s Name: _____

Phone #: _____

Agency/Organization: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Request (mm/dd/yyyy): _____

Date Needed (mm/dd/yyyy): _____

Identify yourself as one of the following:

- | | | |
|-----------------|-------------------|--|
| Private Citizen | Government Agency | Non-Government Organization Consultant |
| University | Utility | Other: (please specify) |

If applicable, who did you initially contact within FWP? _____

Information/Data You Are Requesting: _____

Purpose/Use of information: _____

Do you intend to publish the information requested?*: YES _____ NO _____

List publication (if applicable) _____

Data Use Acknowledgement:

- FWP databases are dynamic. Records can be added, deleted, and changed on a daily basis. FWP will make every effort to assure your data request is filled with the most current and accurate information available at the time of your request, but cannot guarantee the accuracy of data provided.
- Species may occur in areas not currently depicted in these databases or layers, or in areas for which comprehensive surveys have not been conducted. Site-specific surveys are frequently necessary to determine the presence of species - absence of a species presence in a dataset or data layer is not evidence of absence. Additionally, the presence of one species does not imply that other species were searched for but not found.
- Boundaries depicted in GIS layers are not intended to replace legal descriptions or those delineated by a professional surveyor. Maps are created for general reference purposes only and are not necessarily an accurate representation of property ownership boundaries.
- The information provided to you by FWP is intended for the use described in this request. If other individuals ask for copies of data provided, we request that you please refer them to FWP.
- Use of FWP data without the interpretation of FWP staff may lead to incorrect assessments. FWP assumes no responsibility for your use of these data.
- *FWP requests that you acknowledge the agency as the source whenever you use FWP data in reports, papers, publications, or in maps.
- FWP staff and contractors do not enter or survey privately owned lands without express permission from the landowner. However, FWP cannot guarantee that information provided to us by others was obtained following these same rules.

I have read and accept the terms of this agreement:

Name _____ Date: _____