Using the SDL Portal to Submit OPRA Request

1. Visit https://www.sdlportal.com/login, and "Create an Account" OR Sign-in

2. Select "Requests"

3. Select "Start New Request"

4. Select "Submit an OPRA Request"

5. Enter Your OPRA Request

This fee would only apply for requestors that want materials printed or on discs/drives. Most records are available through email at no cost.

Please be specific in the description of the records you are requesting. Do not write "All documents relating to…"

6. Confirm your Contact Details and Submit Your Request

After you submit your request, you should:

- Receive a confirmation email with the details of your request
- Verify the information in your email and the online request page
- Be contacted by a town official if more information is required
- You can monitor the progress of all of your requests from your Account Page

SDL Resources

SDL Citizen – Requests – My Request Feature (Public Guide) – SDL Help Center (spatialdatalogic.com)

SDL Portal – How to Create an Account (Public Guide) – SDL Help Center (spatialdatalogic.com)