



*This data form should be filled out as completely as possible. Call if you have questions.*

**Requestor Information**

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

Today's Date: \_\_\_\_\_

Affiliation: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Type:  Non-Profit  
Institution

Private

Government

Academic

Other: \_\_\_\_\_

**Request Description**

Information Needed:

Invasive species

Federal and/or state listed species

Other:

Species:

all plants

all animals

all vertebrates

all invertebrates

other (specify groups/taxa): \_\_\_\_\_

Area of Interest:

Statewide

County

Town

Quad

Describe (*fill in county, town, quad names*): \_\_\_\_\_

Details of Information Required (if applicable): \_\_\_\_\_

How will the information be used? \_\_\_\_\_

Date Information is Needed? \_\_\_\_\_

**Digital Data Delivery Options:**

Digital Format:

Tabular

Access table(s)

Excel Document

ASCII file

Other: \_\_\_\_\_

GIS

ESRI Shapefile

ArcInfo Coverage

Other: \_\_\_\_\_

Hardcopy Format:

Standard Report

Map

Other

Details: \_\_\_\_\_

Please enter information into form and email to: [datarequest@rinhs.org](mailto:datarequest@rinhs.org) Form may also be printed, filled-in and mailed to address above or faxed to: (401)874-4561. Please call (401)874-5822 with any data request questions.



*Providing Ecosystem Science and Information*

## Rhode Island Natural History Survey Instructions for Information Request Form

Rm. 101, Coastal Institute In Kingston  
1 Greenhouse Road, URI  
Kingston, RI 02881-0804

Please read the following before making any information requests:

- The Requestor will be contacted within one week of submitting the request form with a price estimate for work.
- Turn-around time for information request varies, but is often 2 weeks.
- For requests on areas not at the town, county, USGS topo quad, or state level, please provide map of area of interest, or GIS shapefile if available.

### Data License Fees

The Rhode Island Natural History Survey operates the largest general database of Rhode Island biota available. It also operates the Rhode Island Natural Heritage Database under an agreement with the Rhode Island Department of Environmental Management. In order to help support this resource, RINHS charges fees to parties wishing to use the databases.

The fees are:

Initial research and cost estimate with text summary: \$75.

Data are delivered electronically as a table or GIS overlay. Other report formats may include media and postage charges. Complicated requests requiring substantial programming or custom report formats or products are available for the basic fee plus \$75/hour.

Data updates and license renewals after one year are considered on a case-by-case basis. Additional fees will apply.

Fees may be negotiated for non-profit organizations, organizational members of the Rhode Island Natural History Survey, and personal, non-professional use by individuals. Typically, fees cannot be discounted below \$75/hour for the labor involved in making the requested report.

RINHS holds the copyright to its databases. The RINHS data license fee does not include the right to publish data or descriptions from RINHS databases. These rights must be purchased on a different basis depending on the rights requested. Contact RINHS for further information.

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