



This form serves only to assist in fulfilling the Public Records Request accurately. The form is not mandatory and no request will be denied if the information is not provided.

Public Records Request Form

DATE: _____

REQUESTOR'S NAME: _____

PHONE NUMBER: _____

ADDRESS OR EMAIL ADDRESS:

TYPE OF RECORDS REQUESTED AND DATE RANGE:

CASE# (IF APPLICABLE):

INTERNAL USE ONLY

REQUEST SENT BY: EMAIL PERSONAL PICK UP MAIL

FEES COLLECTED: YES NO AMOUNT _____