Lewis County

 Kentucky

# Section 1. Contact Information

OPEN RECORDS REQUEST FORM

## Name: (Please Print) Date of Request:

Street Address:

City:

State:

Zip Code:

E-Mail (optional): Phone (Optional):

### Statement of Residency: I certify that I am a resident of Kentucky because I am (check one):

 \_ Individual residing in the Kentucky

 \_ Domestic business with location in the Kentucky

 Foreign business registered with the Secretary of State \_ individual employed and working in Kentucky

 \_ Individual/business owning real property in Kentucky \_ authorized to act on behalf of an entity listed above

 \_News-gathering agency (defined in KRS 189.635 (8)(b) 1 a.to e)

**Section 2. Records to be Inspected or Requested**

Please provide an itemized list of documents to be inspected (please be as specific as possible. Please add pages if necessary)

I **request** the records in the following format (Choose One):

 Onsite Inspection

 Original Format

 Receive Copies Electronically through E-mail (If available electronically)

 Receive Copies Electronically on Disc (if available electronically)

For copies or disc, I wish to **pick-up copies** or **have mailed**

## Purpose of request is for:

### Non-Commercial Purpose

Commercial Purpose

STAFF USE ONLY

Date Received: \_

Copy Disc \_ Postage \_

Date Completed \_

Staff (commercial): Total Charge: \_

Please describe the commercial purpose:

* *Records Requests must be delivered in person, mailed, faxed or e-mailed to the Fiscal Court Clerk. Mailing address: Lewis County Fiscal Court Clerk, 112 Second St, Room 201, Vanceburg, KY. 41179. Fax Number is 606-796-2722. E-Mail: penny.lee@lewiscountyky.gov*
* *Responses to requests to inspect records will be processed in accordance with KRS 61 61.870-61.884. For requests that are to be copied, provided on disc and/or mailed, notification will be made to cost and records will be mailed once payment is received.*
* *I hereby certify that the purpose stated is true and accurate. Intentionally misrepresenting the intention is a violation of KRS 61.874.*

*Signature Date*