

**OKLAHOMA COUNTY, OKLAHOMA**



**OPEN RECORDS REQUEST FORM**

(PLEASE PRINT LEGIBLY)

GOVERNMENTAL ENTITY'S REQUESTED (ONE FORM PER ENTITY):

\_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

NAME OF REQUESTOR: \_\_\_\_\_

REQUESTOR'S ORGANIZATION OR COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**DESCRIPTION OF RECORDS REQUESTED**

<b>RECORDS REQUESTED</b>	<b>DATE RANGE</b>
<b>1.</b>	
<b>2.</b>	
<b>3.</b>	

(ADD SUPPLEMENTAL PAGES AS NECESSARY)

**DESCRIPTION OF RECORDS REQUESTED**

<b>REQUESTED TITLE</b>	<b>DATE RANGE</b>
4.	
5.	
6.	

(ADD SUPPLEMENTAL PAGES AS NECESSARY)

*NOTE: A charge for searching records and providing copies is authorized by the Open Records Act at Title 51 Okla. Stat. Section 24A.5 and other statutes for certain requests. The requesting party acknowledges its obligation to pay these fees, if applicable, and no copies will be provided until the fees have been paid. In addition, a deposit may be requested depending upon the scope and extent of the request.*

Is this request solely for commercial purpose?  Yes  No

SIGNATURE OF REQUESTOR: \_\_\_\_\_

NAME: \_\_\_\_\_