REQUEST TO INSPECT PUBLIC RECORDS FORM
OPEN RECORDS REQUEST (KRS CHAPTER 61)

REQUESTOR'S INFORMATION: Today's Date:_____

_____   _____
Printed Name   Company Name

_____
Mailing Address, City/State and ZIP code
Email: _____

I request to inspect document(s) pertaining to the following:

(Name of Party/Cabinet Agency/or description of documents. If more room is needed, please use a separate sheet of paper and attach it to this form).

[ ]

Statement regarding the use of public records. KRS 61.870(4) defines "commercial purpose" as "the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee." However, "commercial purpose" does not include the publication or related use of the public record by a newspaper or periodical, by a radio or television station in its news or informational program, or by use in the prosecution or defense of litigation by the parties to such an action or their attorney.

This request is (choose one):   NOT for commercial purpose; or   FOR a commercial purpose

Statement regarding residency. I further state that I am a resident of Kentucky because I am (please check one):

_ An individual residing in the Commonwealth; or
_ A domestic business entity with a location in the Commonwealth; or
_ A foreign business entity registered with the Kentucky Secretary of State; or
_ An individual that is employed and works at a location within the Commonwealth; or
_ An individual or business entity that owns real property within the Commonwealth; or|
_ An individual or business entity that has been authorized to act on behalf of an individual or business entity listed above; or
A news-gathering organization as defined in KRS 189.635(8)(b)1a. to e.

I hereby certify the information provided in this request to be true and accurate.

_____   _____
Requestor's Signature   Print name and date

SEND REQUEST TO:	Choose your preferred method of receiving documents (choose only one):
Tourism, Arts, and Heritage Cabinet Office of Legal Affairs 500 Mero Street, 5th floor Frankfort, KY 40601 Phone: (502) 564-4270 Fax: (502) 564-1079 Email: TAH.openrecordsrequest@ky.gov	❑ Electronic (email) if responsive material is less than 5MB (free). If the material is more than 5MB, the cost is $7.00 per flash drive. ❑ Paper Copies (.10¢ fee per page) ❑ Inspect documents onsite (free) *Preference is not guaranteed and will be determined based upon the original format of the documents.