



PUBLIC RECORDS REQUEST FORM

The County of Warren requires payment in accordance with the adopted Public Records Request Fee Schedule and the signature of the requestor prior to releasing any documents. Persons making a Public Records Request may obtain a copy of the adopted Public Records Request Fee Schedule form from the County Clerk or on the County Website.

Date of Request: _____

Name of person or group making request: _____

Address/phone number to contact person making request: _____

Name of person responsible for payment: _____

Desired method of delivery of requested records: _____ Pick-up _____ Mailed

Complete description of the requested records (including title, date and location, if known):

Form of request: _____ Inspection _____ Copying

Signature of requesting party

Date of request

For Office Use Only

Total number of copies provided: _____ Postage cost, if applicable: \$ _____

Amount due for copies per fee schedule \$ _____ Total due: \$ _____

Payment received (method) Check _____ Cash _____ Money Order _____

Staff filling request: _____ Date request filled: _____