Citizens Copy Request Form

Date:_____

Name: _____ Phone:_____

Address: _____

Email:_____

Please indicate the name of the document or subject title requested and the needed number of copies in the space provided below. A charge for providing copies of public records is authorized by State Law and has been established by the County Governing Board. These charges are set at a level to compensate the County for the actual costs incurred in honoring your request. The resolution R22-02-001 and fee schedule established by the County is attached.

No. of Copies	Document Name, Subject Matter or Report Generated	Pages per Document	Total Cost
	TOTAL:		

Copies Made By:_____ Staff Time Involved _____ / _____
(Hours / Minutes)

Certificate of Compliance with K.S.A. 45-220 (c)

I, _____, understand that no person shall receive, for the purposes of selling or offering for sale any property or service to person(s) listed therein, any list of names or addresses contained in or derived from a certain public record(s).

I also understand that violation of the statute prohibiting the unlawful use of names derived from a public record is a class C misdemeanor.

In accordance with these provisions, I certify that I do not intend to, and will not, use any list of names or addresses contained in or derived from public records for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; neither will I sell, give, or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person(s) listed or to any person(s) who resides at any address listed, except under authority of the limited circumstances.

_____
Signature

Reset Form **Print Form**