



## Section 1. Contact Information

Name: (Please Print) \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Request: \_\_\_\_\_

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

## 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

Please describe the commercial purpose: \_\_\_\_\_

\_\_\_\_\_

- *Records Requests must be delivered in person, mailed, faxed or e-mailed to the Fiscal Court Clerk. Mailing address: Boone County Fiscal Court Clerk, Box 900, 2950 Washington St., Burlington, KY. 41005. Fax Number is 859-334-3105. E-Mail: [sburcham@boonecountkyky.org](mailto:sburcham@boonecountkyky.org)*
- *Responses to requests to inspect records will be processed in accordance with KRS 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*

**STAFF USE ONLY**

Date Received: \_\_\_\_\_ Date Completed \_\_\_\_\_

Copy \_\_\_\_\_ Disc \_\_\_\_\_ Postage \_\_\_\_\_ Staff (commercial): \_\_\_\_\_ Total Charge: \_\_\_\_\_