

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

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
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 a commercial purpose; or  
 FOR a commercial purpose.

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

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**Requestor's Signature**

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**Print name and date**

**SEND REQUEST TO:**

Records Custodian  
Kentucky Artisan Center of Berea  
500 Mero Street, 5<sup>th</sup> Floor  
Frankfort, Kentucky 46001  
Fax: (502) 564-1079  
Email: [kacb.openrecordsrequest@ky.gov](mailto:kacb.openrecordsrequest@ky.gov)

Choose your preferred method of receiving documents  
(choose only one):

- 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.