



Sheriff of Carlisle County

WILL GILBERT

985 US Highway 62 • Carlisle County Courthouse

Bardwell, Kentucky 42023 • (270) 628-3377

OPEN RECORDS REQUEST FORM

1) REQUEST:

IS THE INFORMATION REQUESTED TO BE USED FOR COMMERCIAL PURPOSE? *YES NO

*Commercial purpose is the direct or indirect use of any part of a public record, 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. *Addendum Required.*

Requestor's Name: _____ Telephone #: _____

Address: _____

Request to inspect the following public records (be specific & specify format of records): _____

(If more space is needed, use back of this form or provide attachment.)

Request of copies: YES - I agree in advance to pay for copies of the above requested records.

NO

Applicant's signature: _____

2) RECEIPT OF REQUEST:

This application was received on: _____ at: _____ A.M./P.M.
DATE TIME

Signature of person receiving application: _____

Request forwarded to: _____ A.M./P.M.
NAME TIME DATE

This section to be completed by person responding to request:

3) RESPONSE:

() The public record(s) requested are available for inspection or a copy was provided () in person, () by mail, or

() via facsimile on: _____ A.M./P.M.
DATE TIME

() The public record(s) requested are () not available at this time - OR - () inspection is denied for the following reason(s):

SIGNATURE/TITLE OF OFFICIAL DATE TIME A.M./P.M.