

# TIPTON COUNTY, INDIANA

## UNIFORM COPY AND FACSIMILE REQUEST

The Undersigned person, as defined by Indiana Public Records Law, hereby makes a written request of the Office of the Tipton County \_\_\_\_\_, for copies or facsimile transmissions of "Public Records", both of which terms are defined in I.C. 5-14-3-2. The Undersigned recognizes that this Tipton County Office/Department to which this request is made may charge in advance for the records requested at the cost specified in Ordinance 2003-04 enacted on May 20, 2003 by the Tipton County Council, or by current Indiana Code.

THE RECORD REQUESTED (TO BE STATED WITH REASONABLE SPECIFICITY) IS AS FOLLOWS:

(If necessary attach a separate sheet of 8 ½ X 11 paper to further state your request with reasonable specificity)

Please identify here the record requested in writing. The Year, month and approximate date would assist the office in locating the item requested. The Office reserves the right to seek a determination of the disclosable nature of the documents requested prior to issue of the requested copy or facsimile. The clerical assistant or office holder is not entitled to ask the reason for the request, nor is the requestor required to state the nature of their request. In the event the record is not readily available or an unusual quantity of copies/facsimiles is requested, please provide your name and phone number below to allow contact for arrangements of providing the copies per your request. You are entitled to one copy by Indiana law and will receive an answer to your request within 24 hours of making the same in writing to this office during normal business hours or one week if requested by mail.

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Signature of Requester \_\_\_\_\_

Printed Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

PLEASE NOTE: If request is made via US Postal Service, this office has seven (7) days within which to reply to your request per Indiana law. Return first class postage shall be charged as a cost of this service if not provided in advance by the requestor of information.