

Request for Record Requests

What Document is Needed: _____

When Needed: _____

Person Requesting First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____

Phone Number: _____ Ext. _____ Fax: _____

Email Address: _____

Best Time and Way to Contact You: _____

Comments:

Once your record is located, we will contact you to determine how you would like to obtain it and provide payment. Thank you!

Fees:	Certified Record	\$2.00 / document
	Faxed Document	\$2.00 / page
	Mailed Document	\$2.00 / document
	Court Record	\$1.00 / page

Submit