

DUBOIS COUNTY
ONE COURTHOUSE SQUARE
JASPER, IN 47546
PHONE: (812) 481-7000
FAX: (812) 481-7044
REQUEST FOR PUBLIC RECORDS

(Please print or type:)

Name of person requesting records: _____

Organization person represents: _____

Address: _____

e-mail: _____

Phone: _____ Fax: _____

Date/time of request Date: _____ Time: _____

Description of specific records being requested: _____

This request is a: for permission to inspect records as described above.

to request a copy of records.

Check here if you want to be told about the fee before copies are made.

I acknowledge that I may be charged a fee for copying the records.

Signature

Date

FOR AGENCY USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE
(Request Receipt Information)

Date & time request received: Date: _____ Time: _____

Individual and Department receiving request: _____

(Disposition of Request)

Request: granted denied; Reason(s) for denial: _____

Comments: _____

Individual making decision on request: _____

Disposition Date: _____ Disposition Time: _____