

Office of the City Clerk, City of Lawton

REQUEST FOR RECORDS/COPIES

1. Person or company making request:	2. Telephone Number (daytime):
3. Address:	
4. Records sought: (please be as specific as possible)	
Some records can be produced while you wait. Others may require time to search in which case you will be notified when the records are ready for pickup. Or, at our option, you may be given access to all records and asked to make your own search. By making this Request for Records, you agree to pay for all copies made.	
5. Signature	6. Date

OFFICIAL USE ONLY	
Photocopying Fee: _____ pages @ <u>.25¢</u> per page = \$ _____	
Records provided:	
Copies provided by:	Date

*This request must accompany payment to Revenue Services.