



# COMMUNITY SERVICES DEPARTMENT

LICENSE & PERMIT CENTER / INSPECTION SERVICES

212 SW 9<sup>th</sup> Street, Lawton, Oklahoma 73501

Phone (580) 581-3360 • Fax (580) 581-3479

www.lawtonok.gov

## REQUEST FOR RECORDS UNDER THE OKLAHOMA OPEN RECORDS ACT

Person or company making request:		Telephone Number (daytime):
Address of property which records are being sought:		
Are you representing:	<input type="checkbox"/> the media?	<input type="checkbox"/> a commercial business?
or		
Are you:	<input type="checkbox"/> a resident or property owner in Lawton?	
	<input type="checkbox"/> researching governmental affairs?	
or		
<input type="checkbox"/> Other (list here)		
Records sought: (you must be as specific as possible)		
_____		
_____		
_____		
_____		
Do you want copies of the records sought?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you intend to use the information from the records for commercial purposes?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>***Some records can be produced while you wait. Others may require time to search and/or produce 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 all photocopying and search fees, if applicable, in the amounts and under such conditions as specified in Lawton City Code.***</i>		
Signature:		Date:

### OFFICIAL USE ONLY

<input type="checkbox"/> Photocopying fee:	_____ pages @ _____ per page = \$ _____
<input type="checkbox"/> Search fee:	_____ hours @ _____ per hour = \$ _____
	Total = \$ _____
Records provided:	
Records denied and reasons:	
Approved by:	
Date:	