



FORREST COUNTY SHERIFF'S OFFICE

Public Records Request Form

Step 1 - Requester Information

1. Name		
2. Address (include city/town, state and zip code)		Zip code
3. Company or organization (if applicable)		
4. Phone number	5. E-mail address	6. Driver's license # OR Last 4 digits of SS#
7. Signature of requester		Date

Step 2 - Public Record Information

Describe the public records you are requesting. Please be as specific as possible.

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Please indicate the manner in which you would like to receive the public record(s) requested:

☐ Personally inspect

☐ Electronically (e-mail)

☐ Photo copy

Fees

Processing Fees: A fee of \$25.00 will be imposed for all public records requests.

Copy Fees: Black and white photocopies (no color) will be charged at \$0.25 per page.

Labor Fees: A fee of \$30.00 per hour will be imposed for any portion of an hour spent processing a public records request. If it is determined that the scope of the records request will involve multiple copies and/or labor hours to be expended, a cash deposit for half of the project costs may be imposed.

Request completed by: _____ Date _____

For Official Use Only

Copies: \$ _____

Labor: \$ _____

Processing: \$ 25.00

Request received by:

S. Marengo, FCSO PIO

Date: _____