

REQUEST FOR RECORD INSPECTION
Police Department / Municipal Court, South Hutchinson, Kansas

(To be completed by Requester)

NAME: _____
ADDRESS: _____ (street)
_____ (city/state)
PHONE: _____

SIGNATURE: _____

MANDATORY INFORMATION REQUIRED TO PERFORM A RECORDS SEARCH:
Individual's full name(s), Date of Birth, and either a social security number or driver's license number (to verify correct record match).

Full Name(s): _____
Date of Birth: ____ / ____ / ____
S.S.# and/or Driver's license number: _____

Record(s) Sought: Please provide as much information as you have to help identify the record(s) you wish to inspect. Include the information stated above along with name of offense(s) and date(s) of occurrence or appearance/ruling in court

1. _____
2. _____
3. _____
4. _____

CHARGES: State Law provides that you be charged a fee equal to the city's cost in responding to your request. There is a \$3.00 fee assessed for each report copied. If the record is one that is stored underground in the salt mines, a fee of \$6.00 will be assessed for retrieval in addition to the copy charge.

The charge to you for access to the record(s) you requested is estimated to be: \$ _____.

Prepayment of the above amount: _____ is required _____ not required
Your copy of this form is your receipt.

***** STATE LAW PROVIDES UP TO 3 BUSINESS DAYS TO PROVIDE RECORDS REQUESTED *****

(To be completed by Record Custodian) _____ SALT MINE RETRIEVAL

Date of Request: _____ Time: _____ A.M. P.M.

Provided: Date: _____ Time: _____ A.M. P.M.

Charges \$ _____
Prepaid _____
Paid _____ Date _____

Record Custodian