



# Kentucky Auditor of Public Accounts

## Request To Inspect Public Records per KRS Chapter 61

Revised 6-29-2021

Please: Write legibly and be specific

Date: \_\_\_\_\_

I request to inspect and/or receive copies of the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I state that I am a resident of Kentucky because I am (please check one):

- An individual residing in the Commonwealth; or
- A domestic business entity with a location in the Commonwealth; or
- A foreign business entity registered with the Kentucky Secretary of State; or
- An individual that is employed and works at a location within the Commonwealth; or
- An individual or business entity that owns real property within the Commonwealth; or
- An individual or business entity that has been authorized to act on behalf of an individual or business entity listed above; or
- A news-gathering organization as defined in KRS 189.635(9)(b)1a. to e.

I state that this request [  IS ] / [  IS NOT ] for a commercial purpose. (check one)

I request to receive the information by:

- Paper Copies – fee \$0.10 per photocopy
- Electronic (*email*) – *free* if material is under 5 MB
- Inspect Documents – Please set up appointment (*free*)

If applicable, an invoice for the above costs and postage, will be included.

### Requester's Information:

Requestor's Name	Company Name
Mailing Address 1	Phone Number
Mailing Address 2	Fax Number
City, State, ZIP	Email Address

Please transmit the completed form by one of the following options:

- A- By email to **BOTH**: [Savannah.Baker@ky.gov](mailto:Savannah.Baker@ky.gov) and [Auditor.ORR@ky.gov](mailto:Auditor.ORR@ky.gov) ; or
- B- By fax to (502)-564-2912; or
- C- By mail to Auditor of Public Accounts, Attn. Records Custodian, 209 St. Clair Street, Frankfort, KY 40601.

If you do not receive a response within five business days of your request, please contact our office.