

PUBLIC RECORDS INSPECTION APPLICATION

City of Bowling Green, Kentucky

Telephone 270-393-3000 Fax 270-393-3698

Email CityClerkOpenRecords@bgky.org

(KRS 61.870-61.991 & Code of Ordinances 2-19)

1) REQUEST:

IS THE INFORMATION REQUESTED TO BE USED FOR COMMERCIAL PURPOSE? _____ *YES _____ NO

*Commercial purpose is the direct or indirect use of any part of a public record, in any form, for sale, resale, solicitation, rent, or lease of a service or any use by which the user expects a profit either through commission, salary or fee. *Addendum Required.*

Name: _____ Telephone No.: _____

Address: _____

Request to Inspect the Following Public Records (Be Specific and Specify Format of Records): _____

(If more space is needed, use back of this form or provide attachment)

Request for copies: _____ YES, I agree in advance to pay for copies of the above requested records.

_____ NO

Applicant's Signature: _____ **Date:** _____

2) RECEIPT OF REQUEST:

This application received by the Office of: () City Clerk () City Attorney () Building Inspection () Licensing
() Other

DATE: _____ TIME: _____ A.M./P.M.

Signature of Person Receiving Application: _____

Request forwarded to: _____ / _____ A.M./P.M.
Name/Department Date/Time

3) RESPONSE TO REQUEST:

This section to be completed by person responding to request.

() The public records requested are available for inspection in the Office of _____ and
may be viewed or copies received on _____ at _____ A.M./P.M.

() The public records requested are not available at this time OR inspection is denied for the following reason(s):

() Comments

Signature/Title of Approving Official

Department

Date/Time A.M./P.M.

Return completed form to Office of City Clerk within three (3) business days.

Signature of Notifier

Date/Time Applicant Notified of Response

