



Matthew G. Bevin
Governor

FINANCE AND ADMINISTRATION CABINET
DEPARTMENT OF REVENUE

Daniel P. Bork
Commissioner

**OPEN RECORDS REQUEST TO INSPECT PUBLIC RECORDS (KRS CHAPTER 61)
*FOR DEPARTMENT OF REVENUE RECORDS ONLY***

DATE _____

Please Note: It is important that you write legibly and be as specific as possible regarding your request.

I request to inspect and/or receive copies of the following document(s): _____

Choose your preferred method of receiving documents (check the box and choose only one):

- ¹ Electronic (email) if responsive material is less than 5MB (free) – **SEE NOTE BELOW:**
 - ¹ By checking this box requesting record transmittal via email, I acknowledge that Department of Revenue emails are not encrypted and that information exchanged via email may therefore be compromised in transmittal, and I authorize the Department of Revenue to transmit the requested records to me via unencrypted email.
- CD (\$10 fee per CD); Number of copies of each requested record: _____
- Paper Copies (\$0.10 fee per page); Number of copies of each requested record: _____

Please Note the Following:

- * Payment is expected at the time the records are picked up at the Department of Revenue or prior to mailing. As permitted by KRS §61.872(3)(b), no hard copies of requested records will be mailed until all payments, including any shipping charges, have been received by the Department of Revenue.
- * If the requestor chooses to receive records via email and the responsive material is more than 5MB, at the Department's discretion, the records may be produced via CD instead and mailed to the requestor; fees for the CD and shipping, as described above, will apply and must be received prior to shipping.
- * Additional fees may apply if the requested records are to be used for commercial purposes; see KRS §61.870(4), §61.874 and §61.8745.

Printed Name

Company Name

Mailing Address

City/State and Zip Code

Phone Number

Email Address

**EMAIL COMPLETED FORM TO: orr.revenue@ky.gov
or
FAX COMPLETED FORM TO: (844) 226-0329**