



CITY OF FORT WRIGHT, KENTUCKY

409 Kyles Lane, Fort Wright, KY 41011

Phone: 859-331-1700 Fax: 859-331-0454

REQUEST TO INSPECT PUBLIC RECORDS

Pursuant to the Kentucky Open Records Act ("the Act"), KRS 61.870 *et seq.*, the undersigned requests to inspect the public records which are described below.

1) Requestor's Contact Information

Name: _____

Business/Organization Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____ Phone: _____

Preferred Method of Delivery: ☐ Pick up ☐ Send via U.S. Mail ☐ Send via email ☐ On-site inspection

Records to be inspected: (Please be as specific as possible in describing exactly what records you are requesting)

- 2) **Statement regarding the use of public records.** KRS 61.870(4) defines "commercial purpose" as "the direct or indirect use of any part of a public record or records, 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." However, "commercial purpose" does not include the publication or related use of the public record by a newspaper or periodical, by a radio or television station in its news or informational program, or by use in the prosecution or defense of litigation by the parties to such an action or their attorney. This request is (choose one):

☐ NOT for a commercial purpose; or

☐ FOR a commercial purpose.

- 3) **Statement Regarding Residency** I further state that I am a resident of Kentucky because I am (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(8)(b)1a. to e.

☐ None of the above.

Pursuant to KRS 61.876(4), the Office of Attorney General has promulgated by administrative regulation this form. See 40 KAR 1:040.

Return completed form to Kerrie Holland, Fort Wright City Clerk, via email to kholland@fortwrightky.gov or mail to 409 Kyles Lane, Fort Wright, KY 41011.

Applicant's Signature: _____ Date: _____

Official Use Only:

Received By: _____ Date: _____

Response Sent By: _____ Via: _____ Date: _____ Payment: _____