

**KANSAS OPEN RECORDS ACT REQUEST FORM**

**READ CAREFULLY BEFORE SIGNING**

"No person shall knowingly sell, give or receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names and addresses contained in or derived from public records...." K.S.A. 45-230(a). Violation of this law may subject the violator to a civil penalty of \$500.00 for each violation.

By signing this request form, the requester makes the following certification pursuant to K.S.A. 45-220(c)(2): "the requester does not intend to, and will not: (A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or (B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed."

**REQUESTER INFORMATION (please print)**

Name:	Business Name (optional):
Address:	Telephone (optional): Fax (optional):
City, State, Zip:	E-Mail Address (optional):
Requested Records (please specify):	
Requester Signature:	Date of Request:

**FOR OFFICE USE ONLY:**

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_ Form of Identification: \_\_\_\_\_

Request: ( ) Granted ( ) Denied ( ) Delayed

Total fees charged: \_\_\_\_\_

Copies:	Staff time: Hours: _____ Rate: _____	Other costs (specify):
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