

REQUEST TO INSPECT PUBLIC RECORDS FORM  
OPEN RECORDS REQUEST (KRS CHAPTER 61)

**REQUESTOR'S INFORMATION:**

Today's Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Mailing Address, City/State and ZIP code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email

**I request to inspect document(s) pertaining to the following:**

*(Name of Party/Cabinet Agency/or description of documents. If more room is needed, please use a separate sheet of paper and attach it to this form).*

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

**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 commercial purpose; or     FOR a commercial purpose.

**Statement regarding residency.** I further 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(8)(b)1a. to e.

I hereby certify the information provided in this request to be true and accurate.

\_\_\_\_\_  
**Requestor's Signature**

\_\_\_\_\_  
**Print name and date**

**SEND REQUEST TO:**  
Records Custodian  
Kentucky Department of Tourism  
500 Mero Street, 5<sup>th</sup> Floor  
Frankfort, Kentucky 46001  
Fax: (502) 564-1079  
Email: [KDTOpenRecordsRequest@ky.gov](mailto:KDTOpenRecordsRequest@ky.gov)

Choose your preferred method of receiving documents (choose only one):

- Electronic (email) if responsive material is less than 5MB (free). If the material is more than 5MB, the cost is \$7.00 per flash drive.
- Paper Copies (.10¢ fee per page)
- Inspect documents onsite (free)

\*Preference is not guaranteed and will be determined based upon the original format of the documents.