



## Union County Public Records Request Form

Union County provides this Public Records Request Form for management and efficiency of the Public Records Request process, in an attempt to avoid delays and confusion. However, a written request for records is not mandatory and you may decline to identify yourself. If you do not want to make a written request, or do not want to reveal your identity, please call the respective public office. If you choose to use this form, please provide specific details about what you are requesting, including time frame, locations, etc. (if applicable).

Public Office or Agency: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Requestor Name (Not Required): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (Optional): \_\_\_\_\_ Email (Optional): \_\_\_\_\_

Records Requested: *\*Please provide as much specific detail as possible so the office can identify the **RECORDS** that you are seeking. You may attach additional pages, if necessary.*

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Do you want Copies of the Documents? YES or NO If Yes: Paper or Electronic

**FOR OFFICE USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Request Number: \_\_\_\_\_ Request submitted by:  E-Mail  Mail  Fax  In-Person  Telephone

