

City of Norwalk, Ohio
PUBLIC RECORDS REQUEST FORM

Use of this Form *is not* mandatory. You may decline to reveal the requestor's identity, or the intended use of the information requested. However, the use of this Form or any written request for public records or the disclosure of the requestor's identity or intended use will benefit the requestor by enhancing the ability of the City to identify, locate, and deliver the public records sought by the requestor. **PLEASE PRINT LEGIBLY**

Report/Call Log # :

Name of Requestor	
Street Address	City, State, Zip
Phone Number	Today's Date
Email Address	
<p>With as much specificity as possible, please describe what records you want to review. <u>PLEASE PRINT LEGIBLY.</u></p> <p>Date of Incident: _____</p> <p>Location of Incident: _____</p> <p>Type of Incident you are looking for: _____</p> <p>Person(s) Involved (Name, Date of Birth, SSN) _____</p> <p>If multiple incidents, please list the other dates, location, type and person(s) involved: _____</p> <p>Additional information helpful to locate the record(s) you are requesting: _____</p>	
<p>The City of Norwalk provides copies of public records at cost as set forth in the Public Records Policy. Prepayment is required. There is no charge to inspect public records at city locations. Please check your preference below:</p> <p><input type="checkbox"/> I would like to <u>inspect</u> these records at the City when they are ready.</p> <p><input type="checkbox"/> I would like these records copied and I will <u>pick them up</u> when they are ready.</p> <p><input type="checkbox"/> I would like these records copied and <u>mailed</u> to me.</p> <p><input type="checkbox"/> I would like these records <u>emailed</u> to the email address provided above.</p>	
City Employee Handling Request	Date Completed