



COMMONWEALTH OF KENTUCKY  
TOURISM, ARTS AND HERITAGE CABINET

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).*

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Select One: Request for  non-commercial or  commercial purpose

If requested for commercial purpose, please describe the commercial purpose for which the records will be used:

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

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

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

**SEND REQUEST TO:**  
Tourism, Arts, and Heritage Cabinet  
Office of Legal Affairs  
500 Mero Street, 5<sup>th</sup> floor  
Frankfort, KY 40601  
Phone: (502) 564-4270  
Fax: (502) 564-1079  
Email: TAH.openrecordsrequest@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.