

OKLAHOMA COUNTY
OPEN RECORDS REQUEST FORM



OFFICE OF DAVID B. HOOTEN

(Name and Address Optional) To Be Completed by Requester

NAME: _____

ADDRESS: _____

SIGNATURE: _____

COPIES SOUGHT: Please provide as specific a description as possible of the record(s) you desire copied, include record titles and dates.

Record Title/Date

1. _____

2. _____

3. _____

CHARGES: A charge for providing copies of public records is authorized by state law, Statute 51 § 24A.5. The fee schedule is posted in this office.

Charge per page copied: \$._____

No. of pages copied: _____

Charge for CD's _____ @ .60 cents = \$_____

Total amount of charge: _____ pages X \$.25/page = \$_____. \$1.00 per copied page for certified copy = \$_____

Your copy of this form is your receipt.

(To be completed by Record Custodian)

Date of Request: _____

Date information provided: _____

Amount Charged: \$_____

Record Custodian
David B. Hooten, County Clerk

Michele Nicholson
Executive Assistant For David B. Hooten,
Oklahoma County Clerk
(405)713-7174
michele.nicholson@oklahomacounty.org