

**City of Middletown, Ohio  
Public Records Form**

**IF YOU ARE REQUESTING PUBLIC RECORDS:**

1. A written request for public records is not required. You may decline to complete this form.
2. You may choose not to give the City your name; in such case, your request may be assigned a unique identification number to assist the City in responding to your request.
3. You are not required to reveal the intended use of the requested information.
4. Providing your request in writing may benefit you by enhancing the ability of the City to identify, locate or deliver the public records requested.

**A. REQUEST\***

Name of Requester / Unique Identification Number	
Street Address	City, State, Zip
Phone Number	Today's Date
<p>With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.</p>          	
<p>The City of Middletown may charge the requester the actual charges of duplicating public records. Advance payment may be requested. Mailing charges are assessed at actual cost. There is no charge to inspect records while in a City of Middletown facility. Please check your preference below.</p> <p align="center">[ ] I would like to inspect these records when they are ready.</p> <p>[ ] I would like these records copied, and I will pick them up when they are ready.</p> <p>[ ] I would like these records copied and mailed to me at the address on this form.</p>	

*\* If the requester declines to complete the form, the employee receiving the request should complete the form with the information the requester is willing to provide.*