

# Crawford County, Kansas

## Request for Access to Public Records

### Requesting Party's Identification Information

Name:  Date:

Address:

City:  State:  Zip:

Phone:  Cell:  Email:

**Notice:** K.S.A. 45-230 prohibits using names and addresses derived from public records for certain commercial purposes. This includes using public records to sell property or services. Persons are also prohibited from obtaining public records with the intention of making the records available to a third party for such purposes. Violation of this law is a civil offense punishable by fine. Violations will be referred to the attorney general or to the county attorney for prosecution.

The undersigned hereby requests access to the records described below and certifies that the undersigned has a right to access to the records. The undersigned further certifies that the information obtained from the records will not be used for a prohibited purpose.

Signature: \_\_\_\_\_

#### Records Requested:

#### Fee:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Photocopies or printouts                                       |  | \$0.25/page  |
| <input type="checkbox"/> Genealogy (name to be researched <input type="text"/> )        |  | \$0.25/page  |
| <input type="checkbox"/> Certified Birth/Death Certificate (name <input type="text"/> ) |  | \$3.00   |
| <input type="checkbox"/> Voter Registration List on CD or email                         |  | \$10.00  |
| <input type="checkbox"/> Voter Registration List Printed                                |  | \$0.25/page  |
| <input type="checkbox"/> Voter Registration Labels                                      |  | \$0.02/name  |
| <input type="checkbox"/> Advanced Voting Data 20-Day Package (email or CD only)         |  | \$20.00  |
|   | <i>First day plus updated every day until the election</i> |  |
| <input type="checkbox"/> Advanced Voting Data First Day Only                            |  | \$10.00 email or cd<br>\$10.00 + \$0.25/page printed |
| <input type="checkbox"/> Advanced Voting Data Daily                                     |  | \$2.00 email<br>\$2.00 + \$0.25/page printed         |
| <input type="checkbox"/> Payroll Report printed or email                                |  | \$2.50   |
| <input type="checkbox"/> Other (please specify below)                                   |  | \$0.25/page  |

Records not readily accessible will be subject to a \$20.00/hour research fee with a minimum of 1/2 hour fee.

Standard postage rates will be charged for all requests that must be mailed.

Additional information (ex. Name for genealogy; precinct, party, sort order for voter registration)

Format of Records:  Email  CD  Printout

Estimated Cost:

#### Actual Cost

Number of Pages:

Set Fee:

Research Charge:

Total:

**Estimates greater than \$20.00 must be paid prior to performance of research.**

Submit payment to: Cash or check only.

Crawford County Clerk

PO Box 249

Girard, KS 66762