



Bullitt County Sheriff's Office

WALT SHOLAR • SHERIFF
P O Box 205 • Shepherdsville, KY 40165
Phone 502-643-2514 • Fax 543-2710

REQUEST TO INSPECT PUBLIC RECORDS

Pursuant to the Kentucky Open Records Act ("the Act"), KRS 61.879 *et seq.*, the undersigned requests to inspect the public records which are described below:

REQUESTOR'S CONTACT INFORMATION: PLEASE PRINT LEGIBLY

NAME: _____

COMPANY NAME: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL ADDRESS: _____

PHONE: _____

RECORDS TO BE INSPECTED:

STATEMENT REGARDING USE OF PUBLIC RECORDS. KRS 61.870(4) defines "commercial purpose" as "the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee." However, "commercial purpose" does not include the publication or related use of the public record by a newspaper or periodical, by a radio or television station in its news or informational program, or by use in the prosecution or defense of litigation by the parties to such an action or their attorney.

THIS REQUEST IS (CHOOSE ONE)

- NOT for a commercial purpose;
- FOR a commercial purpose.

STATEMENT REGARDING RESIDENCY. I further state that I am a resident of Kentucky because I am (please check one)

- An individual residing in the Commonwealth; or
- A domestic business entity with a location in the Commonwealth; or
- A foreign business entity registered with the Kentucky Secretary of State; or
- An individual that is employed and works at a location within the Commonwealth; or
- An individual or business entity that owns real property within the Commonwealth; or
- An individual or business entity that has been authorized to act on behalf of an individual or business entity listed above; or
- A news-gathering organization as defined in KRS 189.635(8)(b)1a. to e.

Signature

Date: _____

CHOOSE YOUR PREFERRED METHOD OF RECEIVING DOCUMENTS (CHECK THE BOX – CHOOSE ONLY ONE)

- Electronic (e-mail) if responsive material is less than 9MB (free)
By checking this box requesting records transmittal via e-mail, I acknowledge that Bullitt County Sheriff e-mails are not encrypted and that information exchanged via e-mail may therefore be compromised in transmittal, and I authorize the Bullitt County Sheriff's Office to transmit the requested records to me via unencrypted e-mail.
- Paper Copies (\$.10 fee per page).

PLEASE NOTE THE FOLLOWING:

- Payment is expected at the time the records are picked up at the Bullitt County Sheriff's Office or prior to mailing. As permitted by KRS 61.872(3)(b), no hard copies of requested records will be mailed until all payments, including any shipping charges, have been received by the Sheriff's Office.
- If the requestor chooses to receive records via e-mail and the responsive material is more than 9MB, at the office's discretion, the records may be produced via CD or on a flash drive and mailed to the requestor, fees for the CD or flash drive (\$10 and \$3 Shipping) will apply and must be received prior to shipping. Additional fees may apply if the requested records are to be used to a commercial purpose; see KRS 61.870(4), 61.874 and 61.8745
- The Chief Deputy, or his designee has been designated as the official custodian of records for the Bullitt County Sheriff's Office. Requests for records can be made in person, by mail or emailed to:

Openrecords@bcky.org
Bullitt County Sheriff's Office
300 S. Buckman Street
Shepherdsville, KY 40165
(502) 543-2514