

**CITY OF BELLEFONTAINE, OHIO
PUBLIC RECORDS REQUEST
FORM RC 100**

The City of Bellefontaine, Ohio government belongs to the citizens of Bellefontaine, Ohio. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.

Name of Requestor	
Street Address	City, State Zip
Phone Number	Today's Date
With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.	
City of Bellefontaine, Ohio provides photocopies of public records according to the following schedule: Pages copied - five cents each. All request require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect records while in the City of Bellefontaine buildings. Please check your preference.	
<input type="checkbox"/> I would like to inspect these record in the building when they are ready.	
<input type="checkbox"/> I would like these records copied, and I will pick them up when they are ready.	
<input type="checkbox"/> I would like these records copied and mailed to me at the address on this form.	
Name of Employee handling request	Date request was completed