



Public Record Request Form

Name of Requestor:	
Street Address/Mailing Address:	City, State, Zip:
Phone Number(s):	Date Records Request was Received:
<p>With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.</p>	
<p>The Lake County Engineer's Office provides photocopies of public records at the rate of 8 cents per page (beginning with the sixteenth page). Other fees are noted in the Public Records Policy. All requests require advance payment. There is no charge to inspect records while in the Lake County Engineer's Office. Please check your preference below. You will be contacted as soon as possible to complete your records request.</p> <p><input type="checkbox"/> I would like to inspect these records in the building when they are ready.</p> <p><input type="checkbox"/> I would like these records copied, and I will pick them up when they are ready.</p> <p><input type="checkbox"/> I would like these records copied and mailed to me at the address on this form.</p>	
Name of Employee Handling Request:	Date Request Was Completed: