

OFFICE OF THE CITY CLERK, CITY OF LAWTON
REQUEST FOR RECORDS

1. Person or company making request:	2. Telephone Number (daytime):
3. Address:	
4. Are you: <input type="checkbox"/> the news media? <input type="checkbox"/> a resident or property owner in Lawton? <input type="checkbox"/> commercial business? <input type="checkbox"/> a scholar or author researching governmental affairs? <input type="checkbox"/> other? (list other type here)...	
5. Records sought: (please be as specific as possible)	
6. Do you want copies of the records sought? <input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Do you intend to use information from the records for commercial purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No	
*** Some records can be produced while you wait. Others may require time to search in which case you will be notified when the records are ready for pickup. Or, at our option, you may be given access to all records and asked to make your own search. By making this Request for Records, you agree to pay all photocopying and search fees, if applicable, in the amounts and under such conditions as are posted in the lobby of City Hall.***	
	8. Signature:

OFFICIAL USE ONLY	
Photocopying Fee: _____ pages @ _____ per page = \$ _____	
<input type="checkbox"/> Search fee: _____ hours @ _____ per hour = \$ _____	
Records provided:	
Records denied and reasons:	
Approved by:	Date