



PUBLIC RECORDS INSPECTION APPLICATION
BOWLING GREEN POLICE DEPARTMENT

City of Bowling Green, Kentucky
Telephone 270-393-4244 Fax 270-393-4833
(KRS 61.870-61.991 & Code of Ordinances 2-20)



1) REQUEST:

IS THE INFORMATION REQUESTED TO BE USED FOR COMMERCIAL PURPOSE? *YES NO
Commercial purpose is the direct or indirect use of any part of a public record, 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. *Addendum Required.

Name: Telephone No.:

Address:

Request to Inspect the Following Public Records (Be Specific and Specify Format of Records):

(If more space is needed, use back of this form or provide attachment)

Request for copies: YES, I agree in advance to pay for copies of the above requested records. NO

Applicant's Signature:

2) RECEIPT OF REQUEST:

This application received by the Office of: () Records Unit () Receptionist () Other

DATE: TIME: A.M./P.M.

Signature of Person Receiving Application:

Request forwarded to: Name/Department Date/Time A.M./P.M.

3) RESPONSE TO REQUEST:

This section to be completed by person responding to request.

() The public records requested are available for inspection in the Office of and may be viewed or copies received on at A.M./P.M.

() The public records requested are not available at this time OR inspection is denied for the following reason(s):

() Comments

Signature/Title of Approving Official Department Date/Time A.M./P.M.

Return this form to Records Unit within three (3) working days.

Signature of Notifier

Date/Time Applicant Notified of Response

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