



**CITY OF BERA**  
**212 CHESTNUT STREET**  
**BEREA, KY 40403**  
**Phone 859-986-8528**  
**Fax 859-986-7657**

Date: \_\_\_\_\_

## REQUEST FOR PUBLIC/OPEN RECORDS

I, \_\_\_\_\_, am hereby requesting the contents of an open public record identified as, \_\_\_\_\_

\_\_\_\_\_ and agree to pay a reasonable fee of, \_\_\_\_\_ per copy for the processing of this information.

Processed by: \_\_\_\_\_

Delivered to: \_\_\_\_\_

Signature of receiver: \_\_\_\_\_

Date: \_\_\_\_\_

*I, \_\_\_\_\_, being a Notary Public at Large have herein witnessed the delivery and transfer of the documents so requested by this letter.*

*NOTARY PUBLIC  
AT LARGE,  
STATE OF KENTUCKY*

\_\_\_\_\_  
*My commission expires*