

**SYCAMORE TOWNSHIP
HAMILTON COUNTY, OHIO**

PUBLIC RECORD REQUEST

The Sycamore Township, Ohio government belongs to the citizens of Sycamore Township. 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. Payment is due in advance of receiving requested documents.

Name of Requestor: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____ Today's Date: _____

Reason for request: _____

With as much specificity as possible, please describe what records you want to review.

PLEASE PRINT

Sycamore Township, Ohio provides photocopies of public records according to the following schedule: **6 copies or less-no charge; 7 copies or more – ten cents each.** All requests require advance payment. **Mailing charges are assessed at actual cost.** There is no charge to inspect records while in Sycamore Township buildings. Please check your preference below.

- I would like to inspect these records in the building when they are ready.
- I would like these records copied, and I will pick them up when they are ready.
- I would like these records copied and mailed to me at the address on this form.

Name of Sycamore Township Employee handling request _____ Date request was completed. _____

A written request is not mandatory, the requestor may decline to reveal their identity and/or the intended use, a written request or disclosure of the identity or intended use would benefit the requestor by enhancing the ability of the public office or the person responsible for public records, to identify, locate, or deliver the public records sought by the requestor.