



Office of Lieutenant Governor Suzanne Crouch

### ACCESS TO PUBLIC RECORDS REQUEST

**Return to:**

General Counsel  
Office of Lieutenant Governor  
Statehouse, Room 333  
Indianapolis, IN 46204  
publicrecords@lg.in.gov  
Fax: (317) 233-6887

NAME OF REQUESTING PARTY: \_\_\_\_\_

COMPANY (if applicable): \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME (if requesting in person): \_\_\_\_\_

IDENTIFY WITH REASONABLE PARTICULARITY THE RECORDS REQUESTED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR REQUEST (OPTIONAL- FOR CLARIFICATION PURPOSES):

\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** If the request exceeds 40 copied pages, \$0.10 will be charged per page payable by check or cash. Electronic records may be available at no charge. Please include your email address if you wish to receive electronic records.

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*Inter-Office Use Only*

Date Request Received: \_\_\_\_\_  
Employee Handling Request: \_\_\_\_\_  
Amount Charged (if applicable): \_\_\_\_\_  
Date Agency responded: \_\_\_\_\_

Date Request Denied (if applicable): \_\_\_\_\_  
Reason Request Denied (if applicable): \_\_\_\_\_  
Date Request Fulfilled: \_\_\_\_\_  
Payment Collected and Processed: \_\_\_\_\_