

**RECORD REQUEST / INSPECTION FORM**

1. Person requesting record (please print):

_____	_____
Name	Phone(s)
_____	_____
Address	City State Zip
_____	
E-mail address	

2. List documents you wish to view and/or inspect. Please be specific:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. **Read carefully before signing below:**

“Use of voter registration lists for commercial purposes is knowingly selling, giving or receiving the information on or derived from voter registration lists with the intent to use such list or information for any commercial purpose....” K.S.A. 25-2320a. **Violation of this law is a class C misdemeanor.**

“No person shall knowingly sell, give or receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names and addresses contained in or derived from public records....” K.S.A. 45-230(a). **Violation of this law may subject the violator to a civil penalty of \$500.00 for each violation.**

**By signing this request form, the requester states that he/she has read the above, that he/she is aware of K.S.A. 25-2320a and K.S.A. 45-220(c)(2), and that he/she makes the following certification pursuant to K.S.A. 45-220(c)(2): “The requester does not intend to, and will not: (A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or, (B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed.”**

_____	_____	_____
ID Verified	Signature of Requester	Date Signed

**For Election Office Use** (appropriate staff should **initial** each line):

1. **Date received:** \_\_\_\_\_ **Processed by:** \_\_\_\_\_
2. **Total \$** \_\_\_\_\_ **(if applicable)**

A charge for providing copies of public records is authorized by state law and provides compensation for the costs incurred in responding to a request.