

City of Columbus Public Record Request

The City of Columbus requires that any request for public records be in writing
Copy charges are as follows and due upon delivery of requested documents or materials

- Documents - \$.50 for the first page and \$.25 for each subsequent page

Documents Requested:

Date Requested: _____

Document Number or Document Type	Number of pages expected	Date Delivered

Deliver by : In Person USPS Emailed

Payment Method: Cash Check Receipt # _____

Requestor Information:

Name _____ Date _____

Company _____

Mailing Address _____

City _____ State/Zip Code _____

Phone Number _____ Fax Number _____

Email Address _____

Preferred Method of Contact in the event of questions: _____

Signature of Requestor: _____

Disclaimer: While all attempts are made to ensure the accuracy of information under our control and to correct any errors brought to our attention, no representation or guarantee can be made as to the accuracy of the information presented. All critical information should be independently verified.