



COVINGTON CITY CLERK

PUBLIC RECORDS INSPECTION FORM

20 West Pike Street, Covington, KY 41011 Phone: 859-292-2314 Fax: 859-292-2310

All requests for records inspection should be directed to the City Clerk. Please note that there is a fee of \$0.10 per page or \$0.20 for CDs if copies of records are requested. If the information requested is for a commercial purpose you must also complete the Certification of Commercial Purpose.

Section 1: Contact Information

Name: _____

Business/Organization Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____ Phone: _____

Fax: _____

Is the information requested to be used for a commercial purpose: Yes No

Preferred Method of Delivery: Pick up copies Send copies via U.S. Mail On-site Inspection

Section 2: Request

Records Requested (Please be as specific as possible in describing exactly what records you are requesting):

Applicant's Signature: _____ Date: _____

Section 3: Official Use Only

Received By: _____ Date Received: _____

3-Day Letter Sent: _____ Response Sent: _____

Records Delivered/Inspected: _____ Payment: _____