Submit Completed Form To:
EMBARK Public Information Officer
(405) 297-1331 | embarkok@okc.gov
2000 S. May | Oklahoma City, OK 73108

PUBLIC RECORDS REQUEST

Date of Request:

Requestor Name:	Organization Name:	
Mailing Address:		
City:	State:	Zip:
Email:	Phone:	Fax:

Type of Organization: *check one*

___ News Media ___ Author ___ Solicitor/Attorney

___ Scholar ___ OKC Resident ___ Commercial Purpose*

___Union ___ Other: _____

*Additional fees may apply if the request is solely for a commercial purpose or causes an excessive disruption.

Please provide a detailed description of record(s) requested and how you wish to receive or inspect them.
If requesting video the following applicable details are required: facility name, bay number, bus number, date, time, and/or route number.

_____

_____

_____

_____

_____

_____

I acknowledge and agree that I:

- **I received a copy of the EMBARK fee schedule**
- **Fees may be associated with my request**
- **Understand that payment in advance may be required**

Signature: _____ Date of Request: _____

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>**FOR OFFICE USE ONLY**<<<<<<<<<<<<<<<<<<<<<<<<<<<<

Date Received: Time: Received By:		
_____ No. of Copies or Pages	_____ Time Completing Request	Deposit: $ _____
Base Fee: $ _____	Estimated Fee: $ _____	Payment Method: $ _____
Additional Fees: $ _____	**Notes:**	