



**Richland County, Ohio  
Public Records Request  
FORM RC 100**

*The Richland County, Ohio government belongs to the citizens of Richland County. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.*

**While a written request is not mandatory and the requestor may decline to reveal the requestor's identity or the intended use of the information requested, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.**

Name of Requestor	
Street Address	City, State, Zip
Phone Number	Today's Date
Being as specific as possible, please describe what records you want to review. PLEASE PRINT.	
<p>Richland County, Ohio provides photocopies of public records according to the following schedule: <b>10 cents for each page of a non-certified copy--\$1.00 for each page of a certified copy.</b> All requests require advance payment. <b>Mailing charges are assessed at actual cost.</b> There is no charge to inspect records while in Richland County buildings. Please check your preference below.</p> <p><input type="checkbox"/> I would like to inspect these records in the building when they are ready.</p> <p><input type="checkbox"/> I would like these records copied, and I will pick them up when they are ready.</p> <p><input type="checkbox"/> I would like these records copied and mailed to me at the address on this form.</p>	
Name of Richland County employee handling the request	Date Request was completed