

**City of Erlanger**  
**505 Commonwealth Avenue**  
**Erlanger, KY 41018**  
**(859) 727-2525 Administration**

**Records Request Form**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Record Requested (include specifics such as dates, times, locations, and persons):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Request Approved by:** \_\_\_\_\_

**Number of Copied Pages** \_\_\_\_\_ **@ .10 each.**

**Number of DVD's Burned** \_\_\_\_\_ **@ \$5 each**

**Number of CD's Burned** \_\_\_\_\_ **@ \$5 each** **Total Amount Due** \_\_\_\_\_

**Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_