



**MONTGOMERY COUNTY SHERIFF'S OFFICE**  
**Public Records Request**  
**Form RC 100**

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

**While not mandatory, 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	
Email	
Street Address	City, State Zip
Phone Number	Today's Date
With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.	
<p>There is no charge to inspect records. 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>	
The Montgomery County Sheriff's Office provides photocopies of public records according to the following schedule: <ul style="list-style-type: none"><li>&gt; .10¢ per copy.</li><li>&gt; .25¢ per <i>certified</i> copy</li><li>&gt; \$4.00 for Crash Reports</li></ul>	
Record provided <u>is not</u> in the form of a paper document will be charged accordingly; <ul style="list-style-type: none"><li>&gt; CD w/ electronic files- \$1.00 each</li><li>&gt; Miscellaneous records - Price will be charged based on cost to the Sheriff's Office</li></ul>	
Records mailed or faxed will be charged accordingly <ul style="list-style-type: none"><li>&gt; Fax - 10¢</li><li>&gt; Mail (#10 envelope) - .50¢</li><li>&gt; Mail (Letter size envelope) - .75¢</li><li>&gt; Mail larger than a letter size envelope will be charged actual cost</li></ul>	
The Montgomery County Sheriff's Office may require payment in advance for the cost involved in providing the copy of the public record.	
Name of employee handling request	Date request was completed