



City of Erlanger
City Clerk's Office
505 Commonwealth Avenue
Erlanger, KY 41018
(859) 727-2525

Records Request Form

Name _____ Date _____

Address _____

Phone Number _____ Signature _____

Email _____

Records Requested _____

A PERSON WHO VIOLATES KRS 61.874 (INDICATING WHETHER RECORDS ARE REQUESTED FOR COMMERCIAL OR NONCOMMERCIAL PURPOSE) SHALL BE LIABLE TO THE CITY OF ERLANGER FOR DAMAGES, COSTS, AND PENALTIES TO THE AMOUNT ESTABLISHED BY LAW. If this records request is being used for commercial purposes, the City of Erlanger requires the requester to submit a Certified Statement stating the commercial purpose for which they shall be used, and may require the requestor to enter into a contract with the agency.

Purpose: _____ Non-Commercial Use _____ Commercial Use

If for Commercial Purpose, please state purpose: _____

Request Approved by _____, City Clerk

Cost for Copies: \$.10 per page	Amount Due _____
Cost for CD: \$.50 per CD	Amount Due _____
Cost for Postage (If located outside Kenton Co., KY)	Amount Due _____
	Total Due _____

Received by _____ Date _____