



- Please complete the form fields below. Required fields are noted by an asterisk (*).
- Submit the completed PDF form as an attachment via our contact form at <https://oklahoma.gov/occy/contact-us.html>.
- You will be notified of any applicable fees pursuant to the Oklahoma Open Records Act, 51 O.S. § 24.A.5.
- **DO NOT send money prior to receiving notification of applicable fees and the exact amount due.**

Records requested are sent to our Public Information Officer (unless specified otherwise).

REQUEST INFORMATION

Narrow your request as much as possible. Broad requests that include commonly used terms (or requests of information occurring between a lengthy period of time) can retrieve thousands of documents.

All documents must be located and reviewed to ensure compliance with confidentiality law. Reviewing a large number of documents will slow down the process.

Purpose of Request* (select one) Personal Commercial Public Interest

Please provide a specific date range: to
Starting date (mm/dd/yyyy) Ending date (mm/dd/yyyy)

Specify the nature of the records you seek.* Providing detailed information will make the search as efficient and timely as possible. Applicable specific search terms (separated by commas) should be placed at the end.

CONTACT INFORMATION

I am a member of the (select one) General Public Media

First Name*

Last Name*

Business Name

Current Address*

City*

State*

Zip*

County

Phone Number*

Email Address*

OFFICE USE: Received by: Date: