



OPEN RECORDS ACT REQUEST

Pursuant to the Oklahoma Open Records Act, I hereby request the Pardon and Parole Board make certain records available for inspection, copying, or mechanical reproduction:

REQUEST INFORMATION	
Name of Person Making Request:	Firm or Organization (if applicable):
Phone Number:	Address:
Email Address:	
Information Requested:	
Purpose of Request:	

- Please allow 30 days before checking the status of outstanding Open Records Act requests. Fulfillment may be delayed based on the time required to prepare the requested documents and/or to avoid excessive disruptions of the Pardon and Parole Board’s essential functions.
- Confidentiality exemptions apply to offender records. To expedite production of records from an offender’s file, please provide a signed *Authorization for Release*, available on the Pardon and Parole Board website. If an offender has not authorized a release of records, there may be an additional delay in production based upon the time required to review and redact the requested records before production.
- You will be notified of any applicable fees pursuant to the Oklahoma Open Records Act, 51 O.S. §§ 24A.1 - 24A.30. Do not send money prior to receiving notification of applicable fees and the exact amount due. Records produced through email are NOT subject to record copying fees.

Records will be provided by email address unless specifically requested otherwise OR if the records are too large to produce electronically.

Date

Signature

Printed Name