OKLAHOMA SECRETARY OF STATE

Certified Copy of a Record – REQUEST FORM
For use with record category: **Certificates of Pardon, Parole & Commutation**

SECTION 1. REQUESTED RECORD DETAILS. DATE: _____

1. **RECORD TYPE** (*only **one** record type per order form*):

☐ Certificate of Pardon ☐ Certificate of Parole

☐ Certificate of Commutation ☐ Certificate of Revocation

2. **First & Last Name** as it appears on the certificate:

_____

3. **Department of Corrections number** as it appears on the certificate (if available):

_____

SECTION 2. CERTIFICATION-COPY FEE & FORM OF PAYMENT (28 OS 111).
Pursuant to statutory fee requirements, the total fee for a certified copy consists of a $10.00 certification fee *plus* $1.00 per page of the record provided.

- 1 Page Record: $10.00 certification + $1.00 page fee = $11.00
- 2 Page Record: $10.00 certification + $2.00 page fee = $12.00
- Additional Pages: Add $1.00 for each additional page.

FEE CALCULATION

- Total Number of Certified Copies Requested: _____ × $10.00 = $ _____
- Total Number of Record Pages: _____ × $ 1.00 = $ _____

TOTAL FEE ENCLOSED: $ _____

Please circle form of payment:

CASH (*exact change only) CHECK MONEY ORDER

SECTION 3. REQUESTOR CONTACT DETAILS
must provide all requested information for proper issue of receipt & return of copy order by regular USPS mail

NAME: _____

MAILING ADDRESS: _____

_____

PHONE NUMBER: _____

SECTION 4. INSTRUCTIONS FOR SUBMITTING THE ORDER:
You may visit our office in person OR mail in your request with payment, using the address provided. The address provided is both the physical and mailing address. *Our office cannot provide change for

Oklahoma Secretary of State
Attn: Executive Legislative Records
State Capitol Building, Ste. 122
2300 N. Lincoln Blvd.,
Oklahoma City, OK 73105

(OKSOS office use only) In-person ☐ Mail-in ☐