



**MARSHALL COUNTY, OKLAHOMA
OPEN RECORDS REQUEST FORM
OKLAHOMA RECORDS ACT (51 O.S. §§ 24A.1–24A.34)**

In order to complete your request, please read the following instructions:

- Complete all applicable fields within the document below legibly in **ink**. Failure to legibly complete all fields may lead to delays or a denial of your request.
- Return completed form either in person or via first class mail to the appropriate County Department.

Purpose of Request: ☐ Personal ☐ Commercial ☐ Public Interest

Requestor Information

Name:	Date of Request:
Phone:	Email:
Address:	
Organization/Company:	
Preferred Method of Receiving Records (Cost may be assessed in accordance with 51 O.S. §§ 24A.1–24A.34): ☐ In-Person ☐ Email ☐ Mail	

Information Requested: Describe the record(s) you are requesting by including specific date(s), time(s), name(s), and/or additional information to help locate the record(s). Add supplemental pages if necessary.

Document Title	Date Range	Additional Record Information

SIGNATURE OF REQUESTOR: _____

Note: A charge for searching records and providing copies is authorized by the Open Records Act Title 51 Okla. Stat. Section 24A.5 and other statutes for certain requests. The requesting party acknowledges its obligation to pay these fees, if applicable, and no copies will be provided until the fees have been paid. You will be notified of any applicable fees prior to fulfilling your request. Marshall County only accepts cash, check or cashiers check for applicable fees.