

**Miami County, Ohio  
Public Records**

**Request No. \_\_\_\_\_**

The Miami County, Ohio government belongs to the citizens of Miami County. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

**While it is not mandatory, if you fill out this form, it will help us provide the public records you are requesting in a more timely fashion.**

Name of Requestor	
Street Address	City, State, Zip
Phone Number	Today's Date
<p>With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.</p>	
<p>Miami County, Ohio provides photocopies of public records according to the following schedule. Copies are five cents each. Double-sided copies are ten cents each. CD-R's are \$1.00 each. All requests require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect records while in Miami County buildings. Please check you preference below.</p> <ul style="list-style-type: none"><li>( ) I would like to inspect these records in the building when they are ready.</li><li>( ) I would like these records copied, and I will pick them up when they are ready.</li><li>( ) I would like these records copied and mailed to me at the address on this form.</li></ul>	
Name of Miami County employee handling request	Date request was complete