

**REQUEST FOR RECORD INSPECTION**  
**Police Department / Municipal Court, South Hutchinson, Kansas**

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(To be completed by Requester)

**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ (street)  
\_\_\_\_\_ (city/state)  
**PHONE:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_

**MANDATORY INFORMATION REQUIRED TO PERFORM A RECORDS SEARCH:**  
**Individual's full name(s), Date of Birth, and either a social security number or driver's license number (to verify correct record match).**

Full Name(s): \_\_\_\_\_  
Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
S.S.# and/or Driver's license number: \_\_\_\_\_

**Record(s) Sought:** Please provide as much information as you have to help identify the record(s) you wish to inspect. Include the information stated above along with name of offense(s) and date(s) of occurrence or appearance/ruling in court

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**CHARGES:** State Law provides that you be charged a fee equal to the city's cost in responding to your request. There is a \$3.00 fee assessed for each report copied. If the record is one that is stored underground in the salt mines, a fee of \$6.00 will be assessed for retrieval in addition to the copy charge.

The charge to you for access to the record(s) you requested is estimated to be: \$\_\_\_\_\_.

Prepayment of the above amount: \_\_\_\_\_ is required \_\_\_\_\_ not required  
Your copy of this form is your receipt.

**\*\*\* STATE LAW PROVIDES UP TO 3 BUSINESS DAYS TO PROVIDE RECORDS REQUESTED \*\*\***

\_\_\_\_\_  
(To be completed by Record Custodian) \_\_\_\_\_ SALT MINE RETRIEVAL

Date of Request: \_\_\_\_\_ Time: \_\_\_\_\_ A.M. P.M.

Provided: Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M. P.M.

Charges \$ \_\_\_\_\_  
Prepaid \_\_\_\_\_  
Paid \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Record Custodian