



**OKLAHOMA DEPARTMENT OF HUMAN SERVICES**



**Request to Review and/or Copy Records**

Name		Date	
Street address	City	State	Zip
Telephone		FAX	

OKDHS employee? Yes  No  If yes, division/unit \_\_\_\_\_

As authorized under the Oklahoma Open Records Act, Section 24A.5 of Title 51 of the Oklahoma Statutes (51 O.S. § 24A.5), I am requesting to review records and/or a copy of the record(s) listed below. Include as much identifying information as possible.

Will these records requested under the Oklahoma Open Records Act be used for commercial purposes? Yes  No

I hereby certify that any applicant or recipient information provided to me under authority of 56 O.S. §183 will not be used for commercial or political purposes. I am aware of and will observe the following provisions of 56 O.S. § 183: *It shall also be a felony...for any person, firm or corporation to publish, or to use for commercial or political purposes, any list or names obtained through access to such information or records*

\_\_\_\_\_  
Signature of requestor Date

**Fee schedule:**

- No charge for 100 pages or less in a calendar year.
- \$.25 per page over 100 pages in a calendar year.
- \$1.00 per page for certified documents.
- \$25.00 per hour search fee for commercial requests or those which will cause excessive disruption of office function. This charge is a reimbursement for staff time.
- Actual labor cost when computer programming or computer processing time is required.

All fees must be paid by check or money order, payable to OKDHS, in advance of delivery.

Please return completed form to: Open Records Section, Oklahoma Department of Human Services, 4800 N. Stiles, Oklahoma City, OK 73105, FAX: 405-521-0789.

\_\_\_\_\_  
OKDHS public records officer Date received