

# Jessamine County Emergency Services

101 South 2<sup>nd</sup> Street Nicholasville, KY 40356

Phone: 859-887-2987 Fax: 859-881-0940



## OPEN RECORDS REQUEST FORM

ALL BLANKS MUST BE COMPLETED PRIOR TO THE REQUEST BEING CONSIDERED.

### Person Requesting Information:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City/St/Zip \_\_\_\_\_

### INFORMATION REQUESTED:

Records Requested: CAD Response Report \_\_\_\_\_ Audio Recording \_\_\_\_\_

Receive via: Pick up \_\_\_\_\_ Fax \_\_\_\_\_ Mail \_\_\_\_\_  
(Fax Number) (Mailing Address)

Incident Date(s) \_\_\_\_\_ Incident Time(s) \_\_\_\_\_

Address/Location Responded to: \_\_\_\_\_

Type/Nature of incident: \_\_\_\_\_

Reason Information is needed: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date of Application \_\_\_\_\_ Time of Application \_\_\_\_\_

Attorneys and Insurance Companies: You must include a release signed by your client before any records are released.

\*\*\*Office use only\*\*\*

E/911 Dispatch Director Approval \_\_\_\_\_ Date \_\_\_\_\_

Notified requestor information is ready to be picked up: Date \_\_\_\_\_ Time \_\_\_\_\_

ID Verified/ Released to; Signature \_\_\_\_\_ Records picked up date \_\_\_\_\_ Records mailed date \_\_\_\_\_

\*\*\*There is a \$1.00 fee for audio recordings and a \$.10 per page fee for Response Reports\*\*\*  
Payment must be made by check, money order or exact amount of cash  
Fees are due before records will be released.