

**PUBLIC RECORDS REQUEST APPLICATION** [Print legibly]

Name of Applicant Requesting Records: \_\_\_\_\_

Physical and Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Pursuant to the Wyoming Public Records Act, W.S. 16-4-201 et seq., I am requesting an opportunity to inspect or obtain copies of public records as described below:

Description of record sought (Describe in detail the information you are requesting)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Official Custodian (if known) of the record sought: \_\_\_\_\_

\_\_\_\_\_ I would like to inspect the records at the site of the official records.

\_\_\_\_\_ I would like to receive copies of the record. I understand that I am responsible for the costs to provide the records and authorize costs up to \$\_\_\_\_\_. I further understand that I will be contacted if the estimated costs are greater than the amount I have specified. I understand that if I am not willing to authorize or pay the additional costs the county is not obligated the records.

*This request may be delayed if all the information is not provided.*

Copies of the information requested will be provided as soon as reasonably possible. I recognize this records request form is a public document.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Send Application to: Weston County Attorney 204 W Main Newcastle, WY 82701

[mstulken@westongov.com](mailto:mstulken@westongov.com)

County Use Only

Date Received by Public Records designee County Attorney: \_\_\_\_\_ Signature \_\_\_\_\_

Date this Application and Notice by Designee of Public Records Application delivered to the Custodian: \_\_\_\_\_ Receipt Signature of Custodian: \_\_\_\_\_

Action by Custodian: Accepted \_\_\_\_\_ Rejected \_\_\_\_\_ Other: \_\_\_\_\_

Date of Completion: \_\_\_\_\_ Amount Due: \_\_\_\_\_ Date picked up or delivered to Applicant: \_\_\_\_\_