

CAMPBELL COUNTY DETENTION CENTER
JAMES A. DALEY, JAILER
601 CENTRAL AVENUE
NEWPORT, KY 41071
(859) 431-4611
FAX (859) 431-5147

OPEN RECORDS REQUEST FORM

(Please Print Clearly)

Name of Requesting Party: _____

Please check the statement below that applies to the person making the request:

- (a) an individual residing in the Commonwealth of Kentucky;
 (b) a domestic business entity with a location in the Commonwealth of Kentucky;
 (c) a foreign business entity registered with the Kentucky Secretary of State;
 (d) an individual that is employed and works at a location or locations within the Commonwealth of Kentucky;
 (e) an individual or business entity that owns real property within the Commonwealth of Kentucky;
 (f) any individual or business entity that has been authorized to act on behalf of an individual or business entity defined in paragraphs (a) through (e) of this paragraph; or
 (g) a news-gathering organization as defined in KRS 189.635(8)(b)1.a to e.

Provide complete information where records are to be sent to:

Mailing Address: _____

Or

E-Mail Address: _____

Is this Request for a Commercial Purpose: Yes _____ No _____

If yes, please include Certification of Commercial Purpose Form with your request

I desire to: _____ obtain _____ review copies of the requested documents.

Provide a description of the specific documents requested:

The written application shall be signed by the requesting party and provided to Cathy Steele, Office Manager, as official custodian of the Campbell County Detention Center's records by either being hand delivered (Hours of Operation: Monday thru Friday from 8:30 a.m. to 4:00 p.m. local time) or mailed to: Campbell County Detention Center, c/o Cathy Steele, Office Manager, 601 Central Ave., Newport, Kentucky 41071; sent via facsimile to (859) 431-5147 or, sent via email to: csteele@campbellcountky.gov

The Campbell County Detention Center shall determine within five (5) days, excepting Saturdays, Sundays, and legal holidays, after the receipt of the Open Records request whether to comply with the request and shall notify in writing the requesting party within the five (5) day period of its decision.

Signature of Requesting Party

Date