

Village of Bentleyville

PUBLIC RECORDS REQUEST

***Please Note:** Ohio law does not require disclosure of your identity or intended use of requested records nor does it require that a request be made in writing. However, it is suggested that the form will help facilitate the Village in clarifying your request, assist in providing a prompt response, and providing an accurate record of all requests to view or copy public records within the possession of the Village.*

The following information is optional:

Name: _____
Address: _____
City: _____
State: _____ Zip Code _____
Phone: _____
Email: _____

Please check one:

I wish for the records to be available to me by:

- Email
- Regular U.S. Mail
- I will pick-up the records in person (or send a designee). I understand I will receive a phone call from the records coordinator when the records are ready to be picked up.
- Other: _____

Please provide as much information as possible so that we may easily locate the information you are requesting.

OFFICE USE ONLY	TRACKING NUMBER: _____
DATE FURNISHED: _____	PAYMENT METHOD:
FURNISHED BY: _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK.
NUMBER OF COPIES: _____	TOTAL COST: _____

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Village of Bentleyville
6253 Chagrin River Road, Bentleyville, Ohio 44022
(440) 247-5055

finance@villageofbentleyville.com / admin@villageofbentleyville.com