



Campbell County Police Department



Craig Patrick Sorrell - Chief of Police

8774 Constable Drive Alexandria, Kentucky 41001

OPEN RECORDS REQUEST FORM

Name of Requesting Party: _____

Please indicate which of the following represents your status (a to g): _____

- (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.

In order to verify a requestor meets one of the qualifications (a to g) please provide specific information as to eligibility based on the status you indicated above. Additional information or proof may be required. Failure to provide verifying information will result in a denial of the request.

Please indicate where records are to be provided:

Mailing Address: _____ or,

E-Mail Address: _____

Provide a detailed description of the documents requested:

Records requests shall be signed by the requesting party and may be submitted:

In person: Campbell County Police Department, 8774 Constable Drive Alexandria, KY
(Monday – Friday from 8:00 a.m. to 4:00 p.m.)

Mailed to: Campbell County Police Department, P.O. Box 6 Alexandria, KY 41001

Faxed to: 859-547-3129

Emailed to: ccpolice@campbellcountyky.gov

The Campbell County Police Department 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

Date