



Village of Crestline
100 N. Seltzer St., Crestline, Ohio 44827
Ph.: 419-683-3800 Fax: 419-396-5870
www.crestlineoh.com

Linda Horning-Pitt
Mayor
Corey M. Spackey
Administrator

PUBLIC RECORDS REQUEST

Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Court of Claims, you will need to submit a copy of your public records request

Name of Public Official Receiving Request: _____

Date Items Requested: _____

Request Submitted by: Email U.S. Mail Fax In Person

Name of Requester: _____

Street Address: _____

City / State / Zip: _____

Telephone: _____ E-Mail: _____

Fax: _____

Records Requested: **Provide as much specific detail as possible so the custodian of public records can identify the information that you are seeking. You may attach additional pages, if necessary.*

Do you want hard copies of the records? YES NO (\$0.05 per page, front and back is 2 pages)

- Do you want electronic copies or paper copies? _____
- Electronic copies can be added to a CD at a charge of \$1.00 per disc.

Person receiving request: _____

For Office Use Only

Total # of Requests: _____

Total # of Pages: _____

Estimated Amount of Time to Fulfill Request: _____

Estimated Cost for Public Records: _____

Person Assigned to Request: _____