



Vanderburgh County Clerk
 825 Sycamore Street
 Evansville, IN 47708
 (812) 435-5160 • Fax (812) 435-5849
www.vanderburghgov.org

REQUEST FOR PUBLIC RECORDS

- Step 1: COMPLETE** all fields on this form. This form is to facilitate and expedite the processing of your public records request. Provide a description of the documents you are requesting from the Vanderburgh County Clerk's Office; your request must be sufficiently focused and specific to allow the County to locate the requested record(s).
- Step 2: SUBMIT** completed form by mail, fax, or in person to: Vanderburgh County Clerk's Office, 825 Sycamore Street, Evansville, IN 47708 • P.O. Box 3356, Evansville, IN 47732
 Phone (812) 435-5160 • Fax (812) 435-5849
- Step 3: WAIT** to receive a response. Pursuant to the Indiana Access to Public Records Act (I.C. 5-14-3), our office will notify you within 7 days with the status of your request. Please note, a response does not necessarily indicate production of the requested documents, but may be a statement advising of additional time needed to locate the document.

REQUESTOR INFORMATION

Full Name: _____ Date: _____

Company/Judge/Office Name: _____

(Mailing) Address: _____ City/State/Zip _____

Phone number: () _____ - _____ ext. _____ Preferred method of contact: _____

REQUESTED RECORDS

Cause/Case Number: _____ Date of Filing: _____

Defendant/Litigant Name(s): _____

Record Requested (check one): Entire File Specific Document: _____

Order Book: _____ Order Book: _____ Page: _____

Additional Information: _____

I wish to view/inspect the records Will Pick-Up Records Please Mail Copies

You will be contacted once documents have been identified. If duplication is requested, the cost will be provided and you will be required to submit payment prior to the production of the requested documents.

Charges for copies are \$1.00 per page, \$3.00 per certification. If you wish to receive your documents by mail, you must first submit payment in full (cashier's check or money order) as well as a self-addressed, stamped envelope.

CLERK'S OFFICE USE ONLY

Deliver to Deputy Clerk: _____ For: _____

File location: OFFICE BASEMENT WAREHOUSE

Attempted Contact (method/date): 1 _____ 2 _____ 3 _____

Date Request Received: ____ / ____ / ____ Date Distributed: ____ / ____ / ____ Total Due \$ _____ Payment Received: Yes / No