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Public Records Request

Request was made: In Writing By Phone By E-mail In Person

Date of Request: _____

Time of Request: _____

Name of Designee Receiving Request: _____

Name of Applicable Records Custodian: _____

.....
Name of Requestor (optional): _____

Contact Information (optional): _____

Information being Requested:

Record to be received by Requestor by:

____ U.S. Mail (Address: _____)

____ E-mail (E-mail Address: _____)

____ In Person (Date of Pick-up: _____)

____ Fax (Fax Number: _____)

Medium of Request: Physical Inspection Paper Copy E-mail
 Other format (please specify: _____)

Amount Due: \$ _____ Amount Paid (due in advance): \$ _____

.....
Date Request Completed: _____

Completed By: _____

Date Copy of Records Given to Requestor: _____