

PUBLIC RECORDS INSPECTION APPLICATION
City of Shively, Kentucky

Telephone: (502)449-5000 Email: mitzi.kasitz@shivelyky.gov

(KRS 61.870-61.991 Code of Ordinances 31.38)

1) REQUEST:

IS THE INFORMATION REQUESTED TO BE USED FOR COMMERCIAL PURPOSE? *YES NO

*Commercial purpose is the direct or indirect use of any part of a public record, in any form, for sale, solicitation, rent, or lease of a service or any use by which the user expects a profit either through commission, salary or fee, *Addendum Required,*

Name: _____ Telephone No.: _____

Address: _____

Request to Inspect the Following Public Records (Be Specific and Specify Format of Records): _____

(If more space is needed, use back of this form or provide attachment)

Request for copies: YES, I agree in advance to pay for copies of the above requested records.
 NO

Applicant's Signature: _____ **Date:** _____

2) RECEIPT OF REQUEST:

This application received by the Office of: () City Clerk () Police () Other

Initials: _____ Date: _____ Time: _____ A.M./P.M

3) RESPONSE TO REQUEST:

This section to be completed by person responding to request.

() The public records requested are available for inspection in the Office of _____ and may be viewed or copies received on _____ at _____ A.M./ P.M.

() The public records requested are not available at this time OR inspection is denied for the following reason(s): () Comments

Signature/Title of Approving Official

Department

Date/Time A.M./P.M.

Return completed form to Office of City Clerk within three (3) business days.

Signature of Notifier

Date/Time Applicant Notified of Response

**ADDENDUM TO
PUBLIC RECORDS INSPECTION APPLICATION
CITY OF SHIVELY, KENTUCKY**

1. Are the requested records to be used for commercial purposes? ____ Yes ____ No
 2. Please state the commercial purposes for which these records will be used.
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Carefully read the following and sign the verification:

Kentucky Revised Statute 61.874 states, it shall be unlawful for a person to obtain a copy of any part of a public record for a:

- (a) Commercial purpose, without stating the commercial purpose; or
- (b) Commercial purpose, if the person uses or knowingly allows the use of the public record for a different commercial purpose; or
- (c) Noncommercial purpose, if the person uses or knowingly allows the use of the public record for a commercial purpose.

According to Kentucky Revised Statute 61.875, a person who violates KRS 61.874 shall be liable to the City of Shively for damages in the amount of:

- (a) Three (3) times the amount that would have been charged for the public record if the actual commercial purpose for which it was obtained or used had been stated;
- (b) Costs and reasonable attorney's fees; and
- (c) Any other penalty established by law.

VERIFICATION

I, _____, state that I have read the forgoing Addendum to Public Records Inspection Application and that the statements therein are true and correct as I verily believe. I understand that falsification of this information is subject to penalties set out hereinabove. I also understand that if I am requesting copies for a commercial purpose, I will be required to pay a fee for the cost of the copies as well as the cost of staff required to produce a copy of the record or records and cost to the City of the creation, purchase or other acquisition of the public records.

COMMONWEALTH OF KENTUCKY)
) ss.
COUNTY OF JEFFERSON)

Signature of Applicant

SUBSCRIBED AND SWORN to before me by _____ on this
day of _____, 20__

My commission expires: _____

NOTARY PUBLIC, STATE AT LARGE, KY