

**OKLAHOMA DEPARTMENT OF COMMERCE
REQUEST FOR INSPECTION AND/OR COPIES OF RECORDS**

SECTION A: Request (to be completed by Requestor)			
1. Name of Person Requesting Records		2. Date of Request	
3. Address (Street, City, State, Zip)		4. Phone Number	
		5. Signature of Person Requesting Records	
Record Title/Date: Please provide as specific a description as possible of the record(s) you wish copied or inspected and name of Division. Use additional forms if necessary.		Number and type of copies desired (Optional)	
6. Record A		7.	
8. Record B		9.	
10. Record C		11.	
<p>CHARGES: A charge for providing copies of public records is authorized by state law and has been established by the Oklahoma Department of Commerce. These charges are set at a level to compensate the Oklahoma Department of Commerce for the actual costs incurred in honoring your request. The fee schedule established by the Oklahoma Department of Commerce is posted at the Oklahoma Department of Commerce and is set forth in Section B of this form.</p> <p>In certain instances where information requested is not readily available and requires an unusual amount of staff time to fill a request, the Oklahoma Department of Commerce will charge an hourly fee to retrieve the information. An estimate of the charge to complete the request will be sent to the requestor prior to initiating the retrieval. In addition, payment is required for all requests that involve any charges before the Oklahoma Department of Commerce will deliver the information.</p> <p>Once you have completed the above, please return this form to Donald R. Hackler, Jr., Deputy General Counsel, Oklahoma Department of Commerce, 900 North Stiles, Oklahoma City, Oklahoma 73104-3234.</p>			
<p>SECTION B: Costs Incurred by Requestor (to be completed by the Department of Commerce) Your request for copying the record(s) described above is granted. Payment of the amount indicated in box number B4 is required. Make checks payable to the Oklahoma Department of Commerce.</p>			
1. Duplication Charges \$.25 per page	2. Certified Copy Charges \$1.00 per page	3. Search Time Charges \$10.00 per hour	4. TOTAL CHARGES \$ _____ Received by: _____
<p>SECTION C: Denial of Request – Skip if not applicable (to be completed by the Oklahoma Department of Commerce)</p> <p>Your request for copying the record(s) described above has been denied, upon a finding that:</p> <p><input type="checkbox"/> 1. The record(s) requested, as described above, is not a record made, maintained, kept by or in the possession of this office. It may be obtainable at: _____.</p> <p><input type="checkbox"/> 2. The record(s) requested is not to be disclosed pursuant to the Oklahoma Open Records Act (city section of Act) _____</p> <p><input type="checkbox"/> 3. Access to the record(s) requested is restricted under federal or state law (cite law) _____</p> <p><input type="checkbox"/> 4. Any available method of mechanical reproduction would result in damage or destruction of requested record(s).</p> <p><input type="checkbox"/> 5. Copying the record(s) requested is restricted under federal or state law (cite law) _____</p> <p><input type="checkbox"/> 6. Other (specify) _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">It is your right to challenge this denial by means of a legal action in District Court</p>			
<p>SECTION D: Certification (to be completed by the Oklahoma Department of Commerce)</p>			
1. Signature of Division Director		2. Date	
3. Signature of Deputy General Counsel		4. Date	5. Access Provided Date Time
6. Signature of General Counsel (necessary only in case of denial)		7. Date	8. Access Denied Date Time