



# West Licking Joint Fire District

## Public Records Request

*851 East Broad Street, Pataskala, Ohio 43062*

The Fire District government belongs to the citizens of West Licking Joint Fire District. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

**While not mandatory, if you complete the form below it will help us provide the public records you are requesting in a more timely fashion.**

Name of Requestor:	Today's Date:		
Street Address:	City:	State:	Zip:
Phone Number:	Date & Time of Incident:		

With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.

West Licking Joint Fire District provides photocopies of public records according to the following schedule: five (5) cents per page for requests that exceed twenty-four (24) copies beginning with the first copy. All requests require advance payment. Mailing charges are assessed at actual costs. There is no charge to inspect records while in Fire District buildings. Please check your preference below:

- I would like to inspect these records in the Fire District building when they are ready.
- I would like these records copies, and I will pick them up when they are ready.
- I would like these records copied and mailed to me at the address on this form.

Name of employee handling request:	Date completed:
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