

**REQUEST FOR RECORD INSPECTION AND/OR COPY  
CITY OF OVERLAND PARK, KANSAS**

**Requester's Information**

Name \_\_\_\_\_  
Agency \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Day Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Defendant Information**

Name \_\_\_\_\_  
(First, Middle Initial, Last, & Suffix)  
Possible Aliases \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
\_\_\_ Inspecting Records \_\_\_ Copies of Records  
Method of Return: \_\_\_ Mail \_\_\_ Fax \_\_\_ In Person

\*\*\* ONE DEFENDANT PER FORM PLEASE \*\*\*ALL RECORDS WILL BE CERTIFIED UNLESS REQUESTED OTHERWISE\*\*\*

**Case Information**

\_\_\_\_\_ **Case Number, Violation Date, Charges**

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**Records Sought**

\_\_\_ Entire Record \_\_\_ Disposition \* \_\_\_ Case Summary\*\*  
Other \_\_\_\_\_  
  
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Other \_\_\_\_\_  
  
\_\_\_ Entire Record \_\_\_ Disposition\* \_\_\_ Case Summary\*\*  
Other \_\_\_\_\_

\*Disposition includes a copy of the complaint/ticket, Judge's bench notes, waiver of counsel, sentencing journal entry, and close-out orders.  
\*\*Case Summary is a **printout** of case number, charges, violation date, finding, finding date, and sentencing information.

CHARGES: A charge for providing copies of public records is authorized by state law and has been established by the City Governing Body. These charges are set at a level to compensate the City for the actual costs incurred in honoring your request. The fee schedule established by the City is posted in this office.

\*\*\*SIGNATURE \_\_\_\_\_ Your copy of this form is your receipt

**CERTIFICATION**

I understand that K.S.A. 45-230, as amended, provides that except to the extent otherwise authorized, "No person shall knowingly sell, give or receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names and addresses contained in and derived from public records."

I also understand that a violation of K.S.A. 45-230, as amended, can lead to imposition of a civil penalty up to \$500 for each violation.

I hereby certify that I do not intend to, and will not: (A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or (B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed.

\*\*\*SIGNATURE \_\_\_\_\_  
(Required only for records that contain a list of names and addresses or from which a list of names and addresses can be derived.)

Please mail or fax to: Overland Park Municipal Court, 12400 Foster St., Overland Park, KS, 66213 fax: 913-327-5760

(To Be Completed by Record Custodian)

Date and Time of Request \_\_\_\_\_ AM PM      Date and Time Access Provided \_\_\_\_\_ AM PM  
The charge to your for copy(s) of the record(s) you request is: \$ \_\_\_\_\_ Records Custodian \_\_\_\_\_  
\_\_\_ Prepaid    \_\_\_ Paid    \_\_\_ Billed    \_\_\_ Based on posted formula    \_\_\_ Based upon non-office reproduction costs