

204 N Robinson, Suite 900  
 Oklahoma City, OK 73102  
 405-521-4000

**Records Request Form**

The Oklahoma Commissioners of the Land Office complies with the Oklahoma Open Records Act. Land Office records are available for public inspection and copying, except for records which are designated as confidential under state or federal law. In accordance with statutes and administrative rules, records related to an open solicitation are made available to the public after the contract is awarded.

Please complete the requested information below and submit the request to: [openrecords@clo.ok.gov](mailto:openrecords@clo.ok.gov)

**NOTE:** Land Office records may not be removed or rearranged during inspection. Records must be kept in the order in which they were provided. The requestor must designate the records to be copied with use of paper markers, sticky notes or other non-destructive means.

**REQUESTOR INFORMATION:**

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_ Business: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**FEE SCHEDULE:**

- a. \$ 0.25 per page for photocopies of records up to 8 1/2" x 14" or smaller.
- b. Copies of other media shall be actual cost of reproduction including labor.
- c. \$ 1.00 per page for certified copies.

The Land Office reserves the right to charge the actual cost of reproduction including labor if the information requested is not readily available or requires an extended amount of time to retrieve. The Land Office will provide an estimated charge to copy and produce the records requested. All fees for copies, including delivery fees, if any, must be paid before the documents are provided.

**RECORDS REQUESTED:**

Description and dates of records desired: \_\_\_\_\_

If possible, provide following information when requesting Land Office records:

Dept./Division Contact, if known: \_\_\_\_\_

Dept./Division maintaining records, if known: \_\_\_\_\_

Signature of Requestor

Printed Name

**FOR OFFICE USE ONLY:**

Date Received:	Request Processed By:	
Number of Copies:	Amount Due:	Date of Notification:
Date Payment Received:	Date Documents Mailed/Picked-up:	