**Public Records Request Form**

If submitting this form by:

* email, send to PRC@Lawcohd.org
* mail, send to 2122 S 8th St, Ironton, OH 45638
* fax, send to 1 (740) 532-1014
* in person, return to the front office at 2122 S 8th St, Ironton, OH 45638, during M-F 8AM – 4PM

Completing this form is not required, but requestors are encouraged to submit requests in writing to prevent any misunderstanding. The requestor should obtain an acknowledgement of their request to ensure it is processed in a timely manner.

Date of request: Click or tap to enter a date.

Description of records requested:

Click or tap here to enter text.

Requested format of records (paper, electronic, etc.): Click or tap here to enter text.

Delivery method: [ ]  in-person [ ] e-mail [ ] mail

Contact information:Click or tap here to enter text.