SENECA COUNTY GENERAL HEALTH DISTRICT

92 E. Perry Street Tiffin, Ohio 44883
419-447-3691 – 1-800-698-3691 – FAX: 419-448-5782
Fostoria Satellite Office: 419-435-4401 – FAX: 419-435-3024
Visit us on the web: www.senecahealthdept.org

PUBLIC RECORDS REQUEST

Request was made: ☐ In Writing ☐By Phone ☐By E-mail ☐In Person

Date of Request: _____ Time of Request: _____

Name of Designee Receiving Request: _____

Name of Applicable Records Custodian: _____

Name of Requestor (optional): _____

Contact Information (optional): _____

Information being requested: _____

_____

_____

_____

_____

Record to be received by Requestor by:

☐ U.S. Mail - *Address*: _____

☐ E-mail - *E-mail Address:* _____

☐ In Person - *Date of Pick-up:* _____

☐ Fax - *Fax Number:* _____

Medium of Request: ☐ Physical Inspection ☐ Paper Copy ☐ E-mail ☐ Computer Disk

☐ Another format – please specify: _____

Amount Due: $_____ Amount Paid (due in advance): $_____

Date Request Completed: _____ Completed by: _____

Date Copy of Records Given to Requestor: _____

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