PUBLIC INFORMATION REQUEST
PARK COUNTY
414 EAST CALLENDER LIVINGSTON MONTANA 59047
PHONE: (406) 222-4106 FAX: (406) 222-4100
WEBSITE: WWW.PARKCOUNTY.ORG

Section A - Requester Information (Please Print)
Please provide enough information so we can contact you regarding your request.

First Name __________________________ MI _____ Last Name __________________________
Company ____________________________________________
Mailing Address ________________________________________________
City __________________________ State _____ Zip __________ Email __________________________
Phone __________________________ Cell Phone __________________________ Fax __________________________

Section B - Record(s) Requested
Describe the record you are requesting. Please be as specific as possible and include enough detail to assist staff in locating the record(s). If you need additional space, please attach additional pages.

Section C - Receiving Records
Please specify format and delivery of receiving the requested record(s).

We make every effort to fulfill requests within 2 working days. If this time frame cannot be met, we will call you to discuss it. Electronic formats are delivered via .pdf files.

☐ I would like to pick up the requested record(s) in person.
☐ Email
☐ Fax - the fax number is listed above.
☐ Mail - the mailing address is listed above. Choose your preferred format: ☐ Hard Copy ☐ CD-ROM
Park County will notify me of the cost plus postage, if applicable.

**This document is a public record.**

Signature of Requesting Individual __________________________ Date ________________

Information Received by: __________________________ Date ________________

FOR OFFICE USE ONLY

Request for Record(s) Received on: __________________________ Total No. of Copies: __________________________
Date Requester Notified Record(s) are completed and payment is due:
Payment Method: ☐ Cash ☐ Check ☐ Money Order
Payment Received on: __________________________ Document Cost: $ __________________________
Postage Cost: $ __________________________
Total Cost: $ __________________________