OKLAHOMA STATE ELECTION BOARD

OPEN RECORDS REQUEST FORM

Note: We can process requests pertaining only to records of the Oklahoma State Election Board. If you seek records from another public body, please direct that request to the specific public body.

In order to complete your request, please read the following instructions:

- Please complete the form fields below. Required fields are noted by an asterisk (*).
- Submit the completed form electronically by attaching the PDF form and emailing it to: recordsrequest@elections.ok.gov
  - You will be notified of any applicable fees pursuant to the Oklahoma Open Records Act, 51 O.S.§ 24.A.5. DO NOT send money prior to receiving notification of applicable fees and exact amount due. Any associated costs shall be paid in full before the material is reviewed or copies are delivered.

Records requested are sent via email, to the address provided on this form, unless you specify a different method of delivery.

REQUEST INFORMATION

Narrow your request as much as possible. Broad requests that include commonly used terms or requests for information or records across a lengthy period of time can retrieve thousands of documents, which must be located and legally reviewed to comply with applicable federal and state law concerning confidentiality or privilege. Please also be advised that the Open Records Act does not require the State Election Board to create a record not otherwise in its possession.

Purpose of Request* (*select one*): ◯ Personal ◯ Commercial ◯ Public Interest

Please provide a specific date range: _____ TO _____

Starting Date (mm/dd/yyyy) Ending Date (mm/dd/yyyy)

Specify the nature of the records you seek*

Please provide detailed information to make the search as efficient and timely as possible.

Please provide specific search terms, separated by commas:

Contact Information

I am a member of the (*select one*): ◯ **General Public** ◯ **Media**

First Name* Last Name*

Business Name Current Address*

City* State* Zip* County

Phone Number* Email Address*