



Kevin Grimes
Sheriff of Jessamine County

www.jessaminesheriff.org
201 N. Main Street
Nicholasville, KY 40356
openrecordsrequest@jessaminesheriff.org

Hours 8:00 AM - 4:00 PM Monday - Friday

Emergency	Dial 911
Non-Emergency	(859) 887-5447
Administrative	(859) 885-4139
FAX	(859) 887-5317

Open Records Request

Person Requesting Information:

Date:

Phone:

Name:

Mailing Address:

Email Address:

Records to Be Inspected / Documents Requested:

Please describe the requested records with enough detail to permit them to be identified.

Send this request to: openrecordsrequest@jessaminesheriff.org



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Required Statements and Submission Information

Statement Regarding the Use of Public Records

KRS 61.870(4) defines "commercial purpose" as the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit through commission, salary, or fee. However, "commercial purpose" does not include the publication or related use of a public record by a newspaper or periodical, by a radio or television station in its news or informational program, or by use in the prosecution or defense of litigation by the parties to such an action or their attorney.

This request is (choose one):

☐ NOT for a commercial purpose ☐ FOR a commercial purpose

Statement Regarding Residency

I further state that I am a resident of Kentucky because I am (please check one):

- ☐ An individual residing in the Commonwealth; or
- ☐ A domestic business entity with a location in the Commonwealth; or
- ☐ A foreign business entity registered with the Kentucky Secretary of State; or
- ☐ An individual employed and working at a location within the Commonwealth; or
- ☐ An individual or business entity owning real property within the Commonwealth; or
- ☐ An individual or business entity authorized to act for a resident listed above; or
- ☐ A news-gathering organization as defined in KRS 189.635(8)(b)1.a. to e.

Signature:

Date:

Electronic signatures are permitted.

How to Submit This Request

Individuals may use the Kentucky Attorney General's Standardized Open Records Request Form to submit a request. Use of this form is encouraged but is not required. Completed forms or other written and signed open records requests may be submitted by email to openrecordsrequest@jessaminesheriff.org, mailed or delivered to Jessamine County Sheriff's Office, 201 North Main Street, Nicholasville, Kentucky 40356, or submitted by fax to (859) 887-5317.

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