



Walt Sholar  
Sheriff

Marcus Laytham  
Lt. Colonel

BULLITT COUNTY SHERIFF'S OFFICE  
OPEN RECORDS DIVISION

OPEN RECORDS REQUEST TO INSPECT PUBLIC RECORDS (KRS CHAPTER 61)  
**\*FOR BULLITT CO. SHERIFF'S OFFICE RECORDS ONLY\***

Date Submitted: \_\_\_\_\_

**Please Note: It is important that you write legibly and be as specific as possible regarding your request including date and time. Report numbers and CAD numbers are also helpful.**

I request to inspect and/or receive copies of the following document(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Choose your preferred method of receiving documents (check the box and choose only one):

- <sup>1</sup> Electronic (email) if responsive material is less than 9MB (free) – **SEE NOTE BELOW:**  
<sup>1</sup> **By checking this box requesting record transmittal via email, I acknowledge that Bullitt Co. Sheriff emails are not encrypted and that information exchanged via email may therefore be compromised in transmittal, and I authorize the Bullitt Co. Sheriff's Office to transmit the requested records to me via unencrypted email.**
- Paper Copies (**\$0.10 fee per page**); Number of copies of each requested record: \_\_\_\_\_

**Please Note the Following:**

- \* Payment is expected at the time the records are picked up at the Bullitt County Sheriff's Office or prior to mailing. As permitted by KRS §61.872(3)(b), no hard copies of requested records will be mailed until all payments, including any shipping charges, have been received by the Sheriff's Office.
- \* If the requestor chooses to receive records via email and the responsive material is more than 9MB, at the Office's discretion, the records may be produced via CD instead and mailed to the requestor; fees for the CD (\$10 fee per CD) and shipping, will apply and must be received prior to shipping. Additional
- \* fees may apply if the requested records are to be used for commercial purposes; see KRS §61.870(4), §61.874 and §61.8745.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/State and Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

**DELIVER IN PERSON OR MAIL TO:  
Bullitt County Sheriff's Office  
300 S. Buckman St.  
Shepherdsville KY 40165**