

PUBLIC RECORDS REQUEST APPLICATION

STATE BOARD OF TAX PRACTITIONERS
Phone: 503-378-4034 Fax: 503-378-3575 E-mail: tax.bd@state.or.us Website: www.oregon.gov/OTPB

The Public Records Law expressly authorized a public body to establish fees "reasonably calculated to reimburse the public body for the public body's actual cost of making public records available." ORS 192.440(3)(a). The statute also expressly permits a public body to include in its fees "costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the person's request." ORS 192.440(3)(a). Beginning January 1, 2006, a public body has authority to charge a fee in excess of \$25 only if it first provides a written cost estimate to the requestor and receives confirmation that the requestor wants the public body to proceed with responding to the request. ORS 192.440(3)(c); OR Laws 2005, ch 272, ~ 1. A public body may require prepayment of its estimated charges before taking further action on a request. Of course, if the actual charges are less than the prepayment, any overpayment should be refunded promptly.

I HAVE READ THE ABOVE: _____ (Please initial)

1	PLEASE PRINT OR TYPE		
	NAME Last	First	Middle
	MAILING ADDRESS:		
	City:	State:	Zip Code: County:
	Residence Phone No.:		Business Phone No.:
Fax No:		*E-Mail	

Please provide the Board of Tax Practitioners with your current e-mail address to assure receipt of Board information.

2 INDICATE TYPE OF PUBLIC RECORDS REQUEST:
Detailed explanation of your Public Records Request: _____

3 INDICATE IF ONE OF THE FOLLOWING:
_____ Pick up at Tax Board office
_____ Mail to your address (*Mailing fees apply*)
_____ E-Mail to: (If applicable) E-mail Address: _____

4 BOARD NOTIFICATION:
The Board of Tax Practitioners office will mail you a "Public Records Request Fee Notification" application indicating the estimated cost of your Public Records Request. Upon receipt of the fee notification application you must sign for the estimated cost, submit payment for the estimated fee indicated and return the application to the Board of Tax Practitioners. Processing of your Public Records Request will begin once the Board of Tax Practitioners receives and processes the Public Records Request Fee Notification" and estimated fees. This original signed "Public Records Request Fee Notification" application **MUST** be returned to the Board office either in person or by US Postal service. The fee notification form will indicate where to mail the appropriate estimated fees.
Note: If the actual cost of the Public Records Request exceeds the estimated fees paid; the requester will be notified and required to submit the additional fee(s) prior to the release of the Public Records Request.

5 SIGNATURE OF REQUESTER:
Signature: _____ Date: _____