

# MEAGHER COUNTY PUBLIC RECORDS REQUEST

Public record request for the Clerk & Recorder/Election Office can be submitted in person, by mail, or by email.

## Charges are as follows and due upon request.

- \$0.50 cents for the first page and \$0.25 cents for each additional page.
- Certified copies additional \$2.00 charge.
- Additional \$3.00 email convenience fee
- \$5.00 Digital map copies
- \$8.00 Tear off map copies and USB's
- Fees for searching and staff time \$30.00 per hour for authorized requests
- Postage & handling if applicable.

### Description of the Public Records Requested:

Document # \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

Certification Needed? Y/N (For in person or mailed copies only)

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ COS \_\_\_\_\_ Geocode \_\_\_\_\_

Property Owner \_\_\_\_\_

### Additional Information

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Delivered by: In Person \_\_\_\_\_ USPS Mail \_\_\_\_\_ Email \_\_\_\_\_

Payment Method: Cash \_\_\_\_\_ Check# \_\_\_\_\_ Receipt# \_\_\_\_\_

Requestor Information: Name/Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip code \_\_\_\_\_

Phone# \_\_\_\_\_ Email Address \_\_\_\_\_

I agree to send payment when the Meagher County Clerk and Recorder's Office responds with my request and advises the amount due.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Disclaimer:** Meagher County makes no representation, warranty or guarantee of the quality, accuracy or suitability for any purpose of the information that might be produced to fulfill this request. Information is provided "as is". Critical information should be verified independently. A public agency may charge a fee for fulfilling a public information request MCA 2-6-1006(3). Ask about the fees applicable to your request before you submit. A public agency is not required to customize public information to provide it in a form specified to meet the needs of the requesting person, MCA 2-6-1006(4). Some information is protected from public disclosure by the constitution, statutes and case law and will not be disclosed.