



Stephens County BOC  
Historical Courthouse  
Toccoa, GA 30577

Open Records Request

The information being requested is subject to fees pursuant to O.C.G.A. 50-18-71, which allows for a research fee equal to the hourly rate of the lowest paid employee capable of researching the requested information. Pursuant to the law, you will not be charged for the first 15 minutes of research. In addition, a per page copy and/or per disc fee will be charged. Allow at least three (3) business days for researching. You will be contacted when the information is ready to be picked up. The following will also apply: O.C.G.A 50-18-70, 50-18-72, 50-18-74.

Name of Requestor:

Mailing Address (including zip code):

Phone:

Date of incident:

Time of incident:

AM:

PM:

**Information being requested:**

Signature:

Today's Date: