



NEWPORT

KENTUCKY

RULES AND REGULATIONS PERTAINING TO PUBLIC RECORDS

A request for public records of the City of Newport may be obtained by submitting a written application on either the standardized form or any other form which shall contain the following information:

1. Name of the requesting party
2. Physical address or email address of the requesting party
3. Description of the documents requested
4. State whether request is for a commercial purpose
5. Statement as to how the requesting party is a qualifying resident of the Commonwealth of Kentucky (either resides within the Commonwealth, is a domestic business entity with a location in the Commonwealth, is a foreign business entity registered with the Secretary of State, is an individual employed and works at a location within the Commonwealth, is an individual or business entity that owns real property within the Commonwealth, is an individual or business entity authorized to act on behalf of an individual or business entity qualifying, or, is a news-gathering organization as defined in KRS 189.635)
6. Signature of the requesting party

The request form may be submitted to the City Clerk as official custodian of the records at 998 Monmouth Street, Newport, Kentucky, 41071, or emailed to CityClerk@NewportKY.gov, 859-292-3668. The standardized form that may be utilized to request public records is attached hereto. The City shall determine within five (5) business days from receipt of the request in which to appropriately respond.



OPEN RECORDS REQUEST FORM

- Name of Requesting Party: _____
- Phone Number: _____
- Physical Address: _____
- Email Address: _____

- Is this request for commercial purposes?
Yes _____
No _____

- Specify if you wish to obtain or review copies of the requested public record documents:
Obtain _____
Review _____

- Provide a description of the public record documents requested:

- Provide a statement how you qualify as a resident of the Commonwealth of Kentucky:

- Requested Date: _____
- Signature of Requesting Party: _____

Newport City Building Address: 998 Monmouth Street, Newport, KY 41071

Hours of Operation: Monday – Friday, 8:30 AM – 4:30 PM (local time)

Requests for City of Newport, Kentucky public records must be made to the attention of the City Clerk. Requests are accepted via: Regular Mail, Hand Delivery, Facsimile 859-292-3669, Email CityClerk@NewportKY.gov. It can take up to five (5) business days to respond after the receipt of request. You may be contacted by the phone number or email provided, for the purposes of discussing your request or for notification. You will be notified when the requested documents are available **or** with a determination as to the reason for denial. For most copies produced, there is a charge of \$0.10 per page (size 8.5 X 11).