

Research and Analysis  
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Mark A. Burghart, Secretary



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Laura Kelly, Governor

## Record Request Form

Many records maintained by the Kansas Department of Revenue are either confidential or restricted, and/or the Secretary of Revenue, pursuant to K.S.A. 74-2022, has fixed the fees. Consequently, the Kansas Department of Revenue has developed request forms for specific record types. Copies of the various request forms are available on the Kansas Department of Revenue website at [www.ksrevenue.org](http://www.ksrevenue.org).

### I. Requester's Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Day Time Phone Number: \_\_\_\_\_

(optional)

### II. Record(s) you are requesting: (There is a fee for providing access to or copies of records, see the back of this form)

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

### III. Signature – Before signing this document, read this section carefully.

K.S.A. 45-220(c) as revised by the 2003 Senate Substitute for House Bill No. 2308: "If access to public records of an agency or the purpose for which the records may be used is limited pursuant to K.S.A. 45-221 *or section 1*, and amendments thereto, the agency may require a person requesting the records or information therein to provide written certification that:

- (1) The requester has a right of access to the records and the basis of that right; or
- (2) the requester does not intend to, and will not: (A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or (B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed."

*I have read and understand the policy as stated above and hereby agree to comply with the provisions of item (2), and in my capacity as \_\_\_\_\_ (title), I am acting as the agent of \_\_\_\_\_ (organization) and have the authority to bind such organization.*

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

#### Mail to:

Kansas Department of Revenue  
Record Requests  
PO BOX 3506  
Topeka, KS 66601-3506

**Instructions:**

1. Complete this form, including signature and date. Provide a completed form for each request. (You may make copies of this form.)
2. The department will provide records upon a direct match. If you have not provided enough information to establish a direct match, the department will contact you requesting additional information.
3. Mail the request form to:
  - Kansas Department of
  - Revenue Record Requests
  - PO BOX 3506
  - Topeka, KS 66601-3506
4. The department will notify you of the fee(s) due. All fees should be paid by check or money order. Make the check or money order payable to the "Kansas Department of Revenue". Payment is required prior to the release of the requested records. No refunds will be issued for requests made in error, or requests for records not on file.

**Fees:**

The Kansas Department of Revenue has several fees that are fixed by the Secretary of Revenue, pursuant to K.S.A. 74-2022. Some of the fixed record fees include but are not limited to: Drivers License or Vehicle Title and Registration records, copies of tax returns, records maintained within the Kansas computer assisted mass appraisal system (KS CAMA), and Automobile Dealer Licensing records. The appropriate request forms, for the above mentioned record types, are available at [www.ksrevenue.org](http://www.ksrevenue.org).

The following fee structure applies only to those records that do not have fixed fees (see above):

Copies (per page)	\$0.25
Mail charge (first 5 pages)	\$0.40
(additional 5-page increments)	\$0.25
Faxed copy	\$0.65
Search charge (staff time per hour)	\$25.00
Computer time (staff time per hour)	\$60.00

Copy & Search Charge Fees: The 25-cent copy charge is a per page charge which is principally assessed to reimburse the agency for routine costs of retrieving records which are requested with specificity and are held within the agency's current file system. It does not include the cost of more than one-tenth of an hour of research or access time required to determine the location of records not readily accessible, to determine what specific records meet request criteria, to segregate public from non-public information, to access records from archives and other similar necessary services. For such services in providing access or copies, the \$25 per hour search charge may be assessed, to be billed by the tenth of an hour. Please note that any Kansas resident seeking a request under the Kansas Open Records Act shall not be assessed any charge or fee for the copying of documents up to and including the first hundred (100) pages of such documents.

Mail Charge Fee: The mail charge may be assessed in addition to the copy charge when mail service is requested. For up to and including the first five pages, 40 cents may be charged, plus an additional 25 cents for up to and including each additional five pages. If air express delivery is requested, you must provide a prepaid envelope or an account number for such delivery.

Fax Fee: The Fax charge of 65 cents per page includes those services required in copying a record, in addition to domestic fax transmission costs. No additional copy charge is assessed.

Computer Time Fee: The computer time charge of \$60 per hour, also billed in tenths, is for staff time, including associated computer connect and processing time, for providing copies of records in available electronic format or for production of special computer-generated reports. The Official Custodian will be the sole judge of the ability of the agency to comply with any request for records in specific electronic format or the ability to produce any special computer-generated reports.

The agency will provide an estimate of fees to be charged as soon as possible after receiving the request. The agency reserves the right to require any estimated charge for access to or copies of records be received before work is performed to produce the records in order to insure payment. While the agency will do its best to provide an accurate estimate of the fees, it is possible that the records can be produced for less than the estimated amount. If so, any additional amounts will be refunded. However, it is also possible that after the work is started, the agency will discover that the estimate is too low. If this occurs, the agency will promptly inform the requestor of the revised estimate. The agency may require advanced payment of any additional cost before continuing work to fulfil the request.