



**Stacey A. Naile**

**SCOTT COUNTY CIRCUIT CLERK**

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## RECORD REQUEST FORM

Are you requesting the records be certified?      ☐ Yes      ☐ No

• If yes, are you requesting the RAISED Certified Seal?      ☐ Yes      ☐ No

• If yes, are you requesting an ELECTRONIC Certified Seal?      ☐ Yes      ☐ No

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***Please provide the contact information below:***

Name of Requestor: \_\_\_\_\_

Email Address of Requestor: \_\_\_\_\_

Mailing Address of Requestor: \_\_\_\_\_

Contact Phone Number of Requestor: \_\_\_\_\_

Do you prefer to pick up your records in person?      ☐ Yes      ☐ No

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***Below, list all of the identifying case information that you can...***

Case Number: \_\_\_\_\_

Date of Birth of the party you are requesting records on: \_\_\_\_\_

Social Security Number of the party you are requesting records them on: \_\_\_\_\_

Year the case was filed: \_\_\_\_\_

Year the case was disposed: \_\_\_\_\_

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***State, specifically, what documents you are requesting:***

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### ***Instructions for Payment:***

*There is a \$5.00 copy fee that you must pay prior to receiving your records. Payment options - cash, money order, credit card via courtmoney.com. Additional fees apply for the use of credit card on courtmoney.com. WE DO NOT TAKE PERSONAL CHECKS! A photo ID may be required for confidential records. Please allow 5-10 business days for processing record requests. Submit your record request to the fax, address, or email address listed at the top of this form.*