To: Northwest Technology Center  
1801 South Eleventh Street  
Alva, Oklahoma  73717

1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following Technology Center records:

(Describe records as specifically as possible; attach additional sheets if necessary)

2. The undersigned requests access to the foregoing records for the following purpose:

3. If copies of the documents are requested, the undersigned agrees to pay $.25 (legal or smaller) per page for copies or $1.00 (legal or smaller) per page for certified copies. If the request for information is solely for commercial purposes or would clearly cause excessive disruption of Northwest Technology Center’s essential function, a charge of twenty dollars ($20.00) per hour may be charged to recover the direct cost of document search.

4. The undersigned is acting as a representative or agent for:

TO BE COMPLETED BY REQUESTOR:  
(Print Name)  
(Signature)  
(Street Address/PO Box)  
(City, State  Zip)  
(Phone Number)

TO BE COMPLETED BY SCHOOL:  
Received by Northwest Technology Center  
(Employee Name/Campus)  
(Date)  
Records Request No. ____________________  
(Date)