

**CITY OF BILLINGS**  
**City Attorney's Office**

**REQUEST FOR PUBLIC CRIMINAL & LEGAL RECORDS**

I, \_\_\_\_\_, (Printed Applicant Name), do hereby make application for inspection and/or copying of the following public records of the City of Billings, Montana.

**(Please specify what documents you are requesting (ie. case report, incident report, supplements, etc. \*If your request does not include criminal and/or legal records, please send your request directly to the City Clerk's Office (bohlmand@billingsmt.gov))**

(Applicant Signature) \_\_\_\_\_ Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_ (Cash/Check payment options only)

***"INTERNAL USE ONLY BELOW THIS LINE"***

TO APPLICANT - THE ABOVE REQUESTED RECORDS ARE: (Check one.)

- Available for inspection in the office of the City Clerk immediately upon processing your request.
- To be copied at your expense and will be made available to you on \_\_\_\_\_ (date) at \_\_\_\_\_ o'clock \_\_.M.
- Currently in storage/use and not available for inspection/copying at this time. These records will be made available to you in the office of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_.M.
- Items not subject to disclosure pursuant to Montana Public Records Statutes are located in the following: Montana Public Records Act § 2-6-1001 et seq., MCA, Article II, Sec. 9, Mont. Const., 7-1-4144 MCA, and Title 44, Chapter 5, Part 3, MCA.
- The subject of a written request for a determination from the Attorney General as to whether they are subject to disclosure.
- Not in existence, due to "vagueness" of request. (Not enough information to process request).
- Not in existence due to the fact that it requires the creation of documents.

\_\_\_\_\_ NUMBER OF COPIES OR PAGES.      PER PAGE CHARGE: \$0.25

TOTAL CHARGE: \$ \_\_\_\_\_

INITIALS OF PERSON FILLING REQUEST: \_\_\_\_\_