

Ball State University Public Records Request Form

Please complete this form and file it with the Office of General Counsel. You may file this form by any of the four methods listed below:

- In person – by delivering the form to **AD 216** during regular business hours.
- By Fax – 765-285-6605 during regular business hours. Please note, fax machine does not receive transmissions outside of regular business hours.
- By Email – Publicrecord@bsu.edu – Please note your email request must attach a PDF version of this form with your signature. Email requests without an attached PDF form with your signature will not be processed. The Publicrecord@bsu.edu email account does not accept transmissions outside of regular business hours.
- By U.S. mail or messenger service.

If you have questions, please call Office of General Counsel during regular business hours at 765-285-5162.

Print or type the following information:

Name of person requesting record: _____

U.S. Mailing address for communications by mail: _____

Email address if you prefer communications via email: _____

Phone: _____

Organization/Place of Employment: _____

Please identify the specific record you are requesting:

If your request is approved, please check your preference:

Inspect the record

Obtain a copy of the record

By copying in person via access to copying machine

By receiving a copy of record via email as PDF

Signature of the person requesting this record: _____