

Oklahoma Department of Mines
2915 N. Classen Boulevard, Suite 213
Oklahoma City, Oklahoma 73106
405-427-3859

OPEN RECORDS REQUEST

If you wish to review the records in person at the Department of Mines (ODM) office, please indicate and include this in the special instructions section below. An ODM staff member will contact you to schedule a time.

Date: _____ **Division:** _____

Request is being made by:

Name: _____

Mailing Address: _____

Telephone Number: _____

E-mail Address: _____

Files Requested (Please provide the company name, permit number, and/or legal description):

Special Instructions:

Review files at ODM's office: _____ Yes _____ No

If there is specific information requested (i.e., permit file, inspection file, production records, etc.), please provide below:

Copies of Documents Requested: _____ Yes _____ No (Copying charges may occur)

Copies of Maps Requested: _____ Yes _____ No (Actual copy charges may occur)

Would you like notification of the estimated cost prior to our copying the files requested? _____ Yes _____ No

Copy Charge: Not in excess of \$0.25 per page

Map Charge: Actual cost to reproduce

Please allow for five (5) business days for requested information to be copied and ready for mailing depending on the extensiveness of your request. All efforts will be made to transmit the information electronically. If the file is too large, then information will be mailed to the address provided. Should more time be required, you will be notified by telephone or e-mail. Please be advised copies of documents and maps larger than 11" x 14" must be sent out of house to be reproduced. The cost of reproduction will be added to your ODM invoice.