

	<p>CLAY COUNTY ASSESSOR'S OFFICE          1 Courthouse Square          Liberty, MO 64068-2390          Telephone 816/407-3500          FAX 816/407-3501  <i>Tracy Baldwin, Clay County Assessor</i></p>
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**CLAY COUNTY ASSESSOR'S OFFICE**  
**PUBLIC RECORDS REQUEST FORM**

This form is for requesting copies of public records and is made under the Missouri Public Records Law ("Missouri Sunshine Act"), Chapter 610 R.S.Mo. If you are not requesting copies of records but rather seek to access or inspect records, please contact our office so that a time may be scheduled, a workstation and requested records made available.

<p><b>CONTACT INFORMATION:</b></p> <ul style="list-style-type: none"> <li>• Name: _____</li> <li>• Mailing Address: _____</li> <li>• Phone Number: _____</li> <li>• Email Address: _____</li> </ul>
<p><b>REQUEST DESCRIPTION:</b> Please describe the requested records as specifically as possible, including relevant dates and times, to avoid an additional charge for researching time.</p> <p>I request copies of the following records: _____</p> <p>_____</p>
<p><b>PICKUP/DELIVERY:</b> If you want and are willing to pay for copies of the records, rather than just being able to see them, check one:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I request that the records responsive to my request be copied and sent to me at the above mailing address  <small>[Mailing electronic copies of documents requires an additional charge for the electronic storage medium, i.e., disk or USB flash drive.]</small></li> <li><input type="checkbox"/> I request that the records be emailed to me at the above email address, if possible</li> <li><input type="checkbox"/> I will pick up the records at the Assessor's Office</li> </ul>
<p><b>FORMAT:</b> Please indicate the preferred format for your record copies:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I request paper copies</li> <li><input type="checkbox"/> I request that the records be provided in an electronic format, preferably: _____</li> </ul> <p>_____</p>

**FEES:** Please let me know in advance of any search or copying if the fees will exceed:

\$ \_\_\_\_\_ (Insert the amount you are willing to pay without additional information about the documents. Postage and copy fees apply.)

Public Interest Waiver of Fees: If you believe your request serves the public interest, and is not for a personal or commercial purpose, you may ask that the fees be waived:

- I request that all fees for locating and copying the records be waived. I am attaching an additional page to explain how the information I obtain in this request will be used and why that use is in the public's interest.

**TO SUBMIT:** Mail, email or deliver to:

Clay County Assessor's Office,  
Attn: Records Request,  
1 Courthouse Sq., Liberty, MO 64068.  
[assessor@claycountymo.gov](mailto:assessor@claycountymo.gov)

**INSTRUCTIONS:**

- Those requesting to view records need an appointment. Please call the number listed, to schedule a time.
- A good description of the records requested will reduce research fees associated with locating them. Please identify the time period of your request. If no time period is indicated, we will assume you are requesting the current year record.
- If the description of the records you request is lengthy, you may attach additional pages to the request form. Please indicate on the face of the form if additional pages are attached.
- Information about individual properties is contained on a Property Record Card, which is a public record; a property record card may be requested by Parcel ID number, address, or owner's name. It is our policy to send a courtesy copy of the property record card to the property owner at no charge via email, or make a paper copy available for pick-up.
- Information is also available at no cost on the web site at:
  - <https://www.claycountymo.gov/departments/assessor>
- We will respond to your request within 3 business days of the Custodian of Records receiving it.
- Our response may include a request for clarification of your request and/or a request for a fee. Pre-payment of fees is generally required before receipt of records.
- If we do not have a record responsive to your request, we will let you know.
- If a request is denied, we will let you know, and state why.

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Assessor Use Only

Date received: \_\_\_\_\_

Request Number: \_\_\_\_\_