## **Ball State University Public Records Request Form**

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

- In person by delivering the form to AD 335 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 <u>Publicrecord@bsu.edu</u> 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 <u>Publicrecord@bsu.edu</u> 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 University Compliance during regular business hours at 765-285-5162.

## Print or type the following information:

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
  - o By receiving a copy of record via email as PDF

Signature of the person requesting this record: