



PUBLIC RECORD REQUEST FORM

Please complete this form and send to: Oregon Department of State Lands Attn: Lorna Stafford 775 Summer St. NE, Suite 100 Salem OR 97301 Phone: (503) 986-5224; Fax: (503) 378-4844 Email to: lorna.stafford@state.or.us	For requests to our Bend office: Oregon Department of State Lands Attn: Rhonda Ray 1645 NE Forbes Rd., Suite 112 Bend OR 97701 Phone: (541) 388-6112; Fax: (541) 388-6480 Email to: rhonda.ray@state.or.us
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CONTACT INFORMATION

Name:	Email:
Organization:	Phone:
	Fax:
Mailing Address:	

REQUEST (Detail of records being requested)

Please be as specific as possible. For example, specify file number, file name, site location (township, range and section). If your request involves a large number of documents, or if it is difficult to determine which documents you are interested in, we may contact you to set up an appointment for you to come in to our office to review the file(s). Please let us know what dates and times are most convenient for you to do this.

Signature:	Date:
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OFFICE USE

Date Received:	Assigned to:
Due Date:	Costs (<i>see reverse side</i>):

