



# SEARCH AND COPYING SERVICES RECORDS REQUEST

ND DEPARTMENT OF HUMAN SERVICES

LEGAL SERVICES

SFN 1694 (Rev. 05-2001)

Name:			Date:
Address:	City:	State:	Zip Code:
Telephone Number:			
Request the following records:			

### FOR DHS USE ONLY

Search required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, search done by:	
Notice of request furnished to source of record: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, notice furnished to:	
Are charges waived? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, prepaid cost for: <input type="checkbox"/> Search <input type="checkbox"/> Copy	\$
Additional cost for: <input type="checkbox"/> Search <input type="checkbox"/> Copy	\$
Additional payment:	\$
<input type="checkbox"/> Requested records were furnished <input type="checkbox"/> Requestor was advised that the described records were not found in the records.	
Signature:	Date: