



Public Record Request

The Wood County Health District, Wood County, Ohio belongs to the citizens of Wood County. We conduct our government activities in the open and are proud of our strong commitment to this important principle of democracy.

While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.

Name of Requestor

Street Address

City, State Zip

Phone Number

Today's Date

With as much detail as possible, please describe what records you want to review.

Wood County Health District provides black and white photocopies of public records according to the following schedule: **1-3 no charge. 4 + is 5¢ per copy rounded to the nearest 25¢. All requests require advance payment. Mailing charges are addressed at actual costs.** There is no charge to inspect records while in the Wood County Health District Office Building, 1840 E. Gypsy Lane Road, Bowling Green, OH 43402.

Please check your preference below:

- I would like to inspect these records in the building when they are ready.
- I would like these records copied, and I will pick them up when they are ready.
- I would like these records copied and mailed to me at the address on this form.

*****Office Use Only Below this Line*****

Number of copies requested _____ Receipt # _____

Order processed by _____ Date Processed _____