

Defiance Township

Records Request Form

PERSONAL INFORMATION IS NOT MANDATORY & THE
REQUEST WILL NOT BE DENIED IF THE INFORMATION IS NOT
PROVIDED.

Requester information:

Name: _____ Date: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

SIGN HERE: _____

Record(s) requested -- Please list name(s), dates, and/or case file number(s)

- 1 Birth _____
- 2 Death _____
- 3 Marriage _____
- 4 Probate _____
- 5 Civil _____
- 6 Criminal _____
- 7 Divorce _____
- 8 Other – specify _____

Purpose of request: (genealogy, need certified copy, title search...):

For office use only:	In office	Phone	Mail	Email
Date request filled:	_____	Initials: _____	Amount owed: \$ _____	
Comments:	_____			
Date Payment Recv'd:	_____	Ck #: _____	Date docs mailed: _____	