

Record Request Form

Please fill out the form with as much detail as possible to allow us to be able to locate the records you are requesting.

Please be aware that all record requests can take up to 3 business days to be processed but could take longer depending on the age of the case being requested.

Contact information:

Name _____

Phone _____

Email _____

Case Information:

Name on the case _____

Case Number (if you have it) _____

If no case number provide year or approximate years of case _____

Type of case (Criminal, Traffic, Civil etc) _____

What records do you require? _____

How many copies do you need? _____

Do you need certified copies of the documents you are requesting? _____

The Court **cannot** provide any Birth records **or** certified copies of Marriage Licenses those must be acquired through Kansas Vital Statistics in Topeka.