



Ottawa County Department of Job & Family Services  
8043 West State Route 163, Suite 200  
Oak Harbor, Ohio 43449  
Stephanie Kowal, Director

(419)898-3688  
800-665-1677

(Located in the Ottawa County Resource Centre)

**Ottawa County Department of Job and Family Services  
Public Records Request Form**

*Please note: The purpose of this form is to enhance the ability of the Ottawa County Department of Job and Family Services to provide the items requested in a reasonable time period. The requestor is not required to complete this form, and a refusal to complete the form does not change the Requestor's right to inspect or receive copies of the public records requested.*

**Requestor Information:**

Name: \_\_\_\_\_

Address to send the information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Or E-mail to send the information: \_\_\_\_\_

**Preferred Delivery:**

- |  |  |
|--|--|
| <input type="checkbox"/> Visual inspection | <input type="checkbox"/> Pick up   |
| <input type="checkbox"/> US Mail           | <input type="checkbox"/> E-mail (if currently stored as electronic document) |

**Records Requested:**

Please be as specific as possible in describing the record(s) being requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payment information.**

Payment for records request may be required in advance, and include cost per page copied, cost for materials for other forms of document media, postage for delivery, and if outside vendor is required to provided requested document(s), cost of that service.

Fax Numbers: (419) 898-2048, Administration, Children & Adult Services  
(419) 898-2436, Public Assistance, Workforce Development  
(419) 898-0469, Child Support