

Kentucky Board of  
Cosmetology



1049 US HWY 127 Annex #2 • Frankfort, KY 40601 • (502)-564-4262 • [www.KBC.ky.gov](http://www.KBC.ky.gov)

**Open Records Request**

**All fields MUST be completed for the request to be processed.**

**Mailing Information**

Name: \_\_\_\_\_  
First Middle Initial Last

Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_ City State Zip Code

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**Request Information**

In accordance with KRS 61.870 – 61.884, I hereby submit a request for the following document(s):

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

Use of this information is for (check one): Commercial Non-Commercial

\*\*\*\*\*All requests must be received with a signed Certification of Commercial Purpose for Public Records form to be processed.\*\*\*\*\*

Please be advised that there is a charge of .10 per page.  
Once payment is received, the request will be completed.

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**CERTIFICATION OF COMMERCIAL PURPOSE FOR PUBLIC RECORDS**

This form requests that you certify whether or not the public records you have requested will be used for a commercial purpose. Pursuant to KRS 61.874(5):

It shall be unlawful for a person to obtain a copy of any part of a public record for a:

(a) Commercial purpose, without stating the commercial purpose, if a certified statement from the requestor was required by the public agency pursuant to subsection (4)(b) of this section.

**KRS 61.870(4) defines "Commercial Purpose" as:**

(4) (a) "Commercial purpose" means the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee.

(b) "Commercial purpose" shall not include:

1. Publication or related use of a public record by a newspaper or periodical;
2. Use of a public record by a radio or television station in its news or other informational programs; or
3. Use of a public record in the preparation for prosecution or defense of litigation, or claims settlement by the parties to such action, or the attorneys representing the parties.

The following statement will require you to choose whether the records being requested will or will not be used for a commercial purpose. Please initial to the left of the section which correctly describes your intended use of the requested documents. Please sign and submit this form along with the Open Records Request form.

I, \_\_\_\_\_, hereby certify pursuant to KRS 61.874 that the records I have requested from the Kentucky Board of Cosmetology:

**WILL** be used for a commercial purpose. The commercial purpose for these records is to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**OR**

**WILL NOT** be used for a commercial purpose.

\_\_\_\_\_  
Signature of the requester

\_\_\_\_\_  
Date