
	<p>COUNTY OF SUMMIT CLERK OF COURTS  <b>OPERATIONS MANUAL</b>  ISSUING DIVISION:TITLE</p>	<p>NUMBER: 9006</p>
<p>APPROVAL: SANDRA KURT,  CLERK OF COURTS</p>		<p>SIGNATURE:  </p>
<p>SUBJECT: PUBLIC RECORD REQUEST</p>		<p>PAGE 1 of 2</p>
<p>EFFECTIVE DATE: JANUARY 1, 2009</p>		<p>REVIEWED: JAN 2015; OCT 2017;  NOV 2019</p>

POLICY:

It is the policy of the Summit County Clerk of Courts to comply with federal, state and local public records request laws. The Clerk of Courts will also comply with any court rules pertaining to public record requests.

PROCEDURE:

- A. Any individual who is requesting a search must fill out a Record Request Form #BMV 1173.
- B. If a business is doing the search, they must read the exemptions on the back of the form. If they qualify for an exemption you may give all the information on the title record with the exception of the social security number unless they already have it.
- C. If an individual is doing the search and has the name, address of another individual, you can copy the whole record with the exception of the social security number. If they have the social security number then you can give that back to them in the search.
- D. If an individual wants the personal information of someone else and they do not have any information, they will have a choice, 1) obtain form BMV 5008 from the other individual, or 2) must seek a business such as a law firm or private investigator that will qualify for an exemption. This includes an individual who purchased a vehicle and lost the title before putting it in their name. If they do not remember who they purchased the vehicle from, you cannot give them any information.
- E. When copying a title record, the social security number is automatically put on the title application and must be redacted when necessary.
- F. If you will be pulling the jacket to certify the contents, make copies and use a black marker to redact all personal information the customer should not have. Recopy the paper(s) to ensure the complete black out.
- G. Certify the entire title jacket by completing the certification letter that will be attached to the copies. The letter must be dated, signed and sealed. Fill out a control slip and list the appropriate fees. If the records are from another county, that county's title number is to be included on certification stamp.

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- H. When a request for a search is faxed to our office, make sure the person requesting the search has filled out a record request.

Forms:

The following forms are specific to this policy:

1. Record Request Form BMV 1173
2. Control slip