



RECORDS REQUEST FORM

DBS can only accept request from property owners:

Is this Request for Requestors Personal Property? YES _____ NO _____
If **NO** they must do an open records request with the County Clerk.

Date Requested: _____ Requestors Email: _____

Requestor's Name: _____

Requestor's Company/Organization: _____

Requestor's Address: _____

Requestor's City/State/Zip: _____

Requestors Phone: _____

Address Requesting information for: _____

Specific Request: _____

EMAIL THIS FORM TO: dbsfrontoffice@fayettecountyga.gov with a copy of your Driver's License.

-----Fayette Co. DBS Use Only Below this Line-----

Have you confirmed Requestors Personal Property in the Tax Records? YES _____ NO _____

BOX#: _____ LAST KNOWN OWNER: _____

PERMIT #: _____

Amount Due: _____ Amount Paid: _____ Cash Check # _____

Request Provided via:

In Office Viewing _____ Provided # Paper Copies _____ Uploaded # of Copies _____

Completed By: _____ Date: _____