



State Form 57120
(R2 / 8-23)

Indiana Department of Revenue
Public Records Request

Submit this completed form to **one** of the following (duplicate submissions will cause delay):

Mail:

Indiana Department of Revenue
Legal Division, MS 102
100 N. Senate Avenue, Room N248
Indianapolis, IN 46204-2243

Email:

Publicrecordsrequests@dor.IN.gov

Fax: 317-233-6489

Attn: Legal Division-Legal Services

NOTE: All requests related to Court Orders, Subpoenas, or Judicial Matters should be directed to DORLitigation@dor.in.gov.

For information on requesting public and other legal records, visit our website at www.in.gov/dor/legal-records-requests.

1.	Name of Requesting Party	Address of Requesting Party
	Phone Number	Email of Requesting Party
	Date of Request	Time of Request (ET)
Submitted: <input type="checkbox"/> In Person/Phone <input type="checkbox"/> Mail, Email or Fax		

2. Check one of the categories for requesting information.

☐ Motor Carrier Services Records

☐ General Research Request

☐ Taxpayer Records

☐ Other _____

3. Records Requested:

☐ Please check the box if additional documents are included.

For Indiana Department of Revenue Use Only

Request Received By: _____ Department: _____

Date and Time Received (ET): _____

IMMEDIATELY forward all relevant public record requests to: PublicRecordsRequests@dor.in.gov

Instructions for Completing the Public Records Request

1. **Name of Requesting Party.** The name of the individual that is submitting the request.

Address of Requesting Party. Provide the current mailing address the Department may mail any correspondence relating to the request.

Phone Number. Provide a working phone number in case the Department has questions regarding your request and needs to contact you.

Email of Requesting Party. Provide the email address the Department may use to send any correspondence relating to the request.

Date of Request. The date the request was submitted to the Department.

Time of Request (ET). The time (Eastern Time) the request was submitted to the Department.

Submitted. Select the method used to submit your request to the Department.

2. **Check one of the categories for requesting information.** Select the category of your request for information.
3. **Records Requested.** A request for records must identify with reasonable particularity the record being requested, including a description of the record.

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