



Nick Jordan, Secretary  
David N. Harper, Director

Sam Brownback, Governor

**I. Requester's Information:** Instructions and Fees are provided at <http://www.ksrevenue.org/recrequest.html>.

Requester: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

*County Numbers and names are provided on page 3 of this form.*

*Statewide (circle one): Yes / No.*

*If no, list the county number(s) below.*

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

**II. Requests for Customized Reports from Property Valuation Records:**

(Provide a description of the information requesting.)

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

**III. Out-put median and delivery options:**

How do you wish to obtain information? (circle one): E-Mail (electronic) U.S. Mail Priority Mail Fax Pick Up

**IV. Signature – Before signing this document, read this section carefully**

I do hereby certify that I will not: “(A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or (B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed.” (K.S.A. 45-220(c)(2))

I have read and understand the policy as stated above and hereby agree to comply with the provisions and in my capacity as \_\_\_\_\_(title), I am acting as the agent of \_\_\_\_\_(organization) and have the authority to bind such organization.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:**

1. Complete this form, including signature and date. Provide a completed form for each request.
2. The division will provide records upon a direct match. If you have not provided enough information to establish a direct match, the division will contact you requesting additional information.
3. Mail the request form to: Division of Property Valuation  
Abstract Section  
915 SW Harrison, Room 400N  
Topeka, KS 66612-1285  
  
OR: fax to 785.296.2320  
OR: send an e-mail to: pvd@kdor.ks.gov
4. The division will notify you of the fee(s) due. All fees should be paid by check or money order. Make the check or money order payable to the "Kansas Department of Revenue/PVD". Payment is required prior to the release of the requested records. No refunds will be issued for requests made in error, or requests for records not on file.

**Fees:**

The following fee structure is for abstract data (value, tax and levy data).

Base Fee	\$ 75.00 for each year
Each record	\$ 0.025

Copy & Search Charge Fees: The 25-cent copy charge is a per page charge which is principally assessed to reimburse the agency for routine costs of retrieving records which are requested with specificity and are held within the division's current file system. It does not include the cost of more than one-tenth of an hour of research or access time required to determine the location of records not readily accessible, to determine what specific records meet request criteria, to access records from archives and other similar necessary services. For such services in providing access or copies, the \$25 per hour search charge may be assessed, to be billed by the tenth of an hour.

Mail Charge Fee: The mail charge may be assessed in addition to the base fee and each record fee. For up to and including the first five pages, 40 cents may be charged, plus an additional 25 cents for up to and including each additional five pages. If air express delivery is requested, you must provide a prepaid envelope or an account number for such delivery.

Fax Fee: Generally, records may be faxed if the request is for records that are not confidential or restricted. The Fax charge of 65 cents per page includes those services required in copying a record, in addition to domestic fax transmission costs. No additional copy charge is assessed. Whether and to what extent records will be faxed is at the sole discretion of the custodians.

The division will provide an estimate of fees to be charged prior to providing records, and where such estimate is provided, fees actually charged shall not exceed such estimate. The division reserves the right to require any estimated charge for access to or copies of records be received before work is performed to produce the records in order to insure payment.

Fees may be waived at the discretion of the Secretary of Revenue, Division Director or the Official Records Custodian. Criteria for waiver include but are not limited to the size and clarity of the request, availability of records, difficulty and time required to access the records and whether the use or distribution of the records is determined by the Secretary of Revenue or custodians to significantly benefit the Kansas Department of Revenue or the general public.

## County Number with County Name

Co. #	Co. Abbr.	County	Co. #	Co. Abbr.	County	Co. #	Co. Abbr.	County
001	AL	Allen	036	GL	Greeley	071	OB	Osborne
002	AN	Anderson	037	GW	Greenwood	072	OT	Ottawa
003	AT	Atchison	038	HM	Hamilton	073	PN	Pawnee
004	BA	Barber	039	HP	Harper	074	PL	Phillips
005	BT	Barton	040	HV	Harvey	075	PT	Pottawatomie
006	BB	Bourbon	041	HS	Haskell	076	PR	Pratt
007	BR	Brown	042	HG	Hodgeman	077	RA	Rawlins
008	BU	Butler	043	JA	Jackson	078	RN	Reno
009	CS	Chase	044	JF	Jefferson	079	RP	Republic
010	CQ	Chautauqua	045	JW	Jewell	080	RC	Rice
011	CK	Cherokee	046	JO	Johnson	081	RL	Riley
012	CN	Cheyenne	047	KE	Kearny	082	RO	Rooks
013	CA	Clark	048	KM	Kingman	083	RH	Rush
014	CY	Clay	049	KW	Kiowa	084	RS	Russell
015	CD	Cloud	050	LB	Labette	085	SA	Saline
016	CF	Coffey	051	LE	Lane	086	SC	Scott
017	CM	Comanche	052	LV	Leavenworth	087	SG	Sedgwick
018	CL	Cowley	053	LC	Lincoln	088	SW	Seward
019	CR	Crawford	054	LN	Linn	089	SN	Shawnee
020	DC	Decatur	055	LG	Logan	090	SD	Sheridan
021	DK	Dickinson	056	LY	Lyon	091	SH	Sherman
022	DP	Doniphan	057	MN	Marion	092	SM	Smith
023	DG	Douglas	058	MS	Marshall	093	SF	Stafford
024	ED	Edwards	059	MP	McPherson	094	ST	Stanton
025	EK	Elk	060	ME	Meade	095	SV	Stevens
026	EL	Ellis	061	MI	Miami	096	SU	Sumner
027	EW	Ellsworth	062	MC	Mitchell	097	TH	Thomas
028	FI	Finney	063	MG	Montgomery	098	TR	Trego
029	FO	Ford	064	MR	Morris	099	WB	Wabaunsee
030	FR	Franklin	065	MT	Morton	100	WA	Wallace
031	GE	Geary	066	NM	Nemaha	101	WS	Washington
032	GO	Gove	067	NO	Neosho	102	WH	Wichita
033	GH	Graham	068	NS	Ness	103	WL	Wilson
034	GT	Grant	069	NT	Norton	104	WO	Woodson
035	GY	Gray	070	OS	Osage	105	WY	Wyandotte

## Policies & Requirements

**Written Request:** The agency requires any request for access or copies to be in writing so as to adequately document the request, to clarify exactly what records are sought and to determine the requester's right to access. Such written request shall state the requester's name and address, information necessary to ascertain the records to which the requester desires access and the requester's right to access. (For public records which are not confidential or may not be discretionarily closed pursuant to K.S.A. 45-221 or other law, it will be sufficient to state "Kansas open records act, K.S.A. 45-215 *et seq.*," as the requester's right to access.) Identification of records sought must be as specific as possible to aid in identifying the record sought. Requests will be honored for documents in existence at the time of the request. Documents may not be requested prospectively. Optionally, to aid in contacting the requester, a daytime telephone number should be provided.

**Request Form:** PVD 75 – KSCAMA Request for Copies or Access (Property Valuation Records)

PVD 76 – Abstract Request for value, tax and levy data (Property Valuation Records)

The forms are available on the Kansas Department of Revenue web site at: <http://www.ksrevenue.org/recrequest.html>.

These forms were designed to assist the requester in submitting all the necessary information so that the department can determine the requester's right to access. Written requests submitted to the department in other formats will not be denied; however, the department may need to gather additional information.

**Response Time:** The agency will act on requests as soon as possible; however, if it appears it will take some time to provide records or notification of fees is required, a response will be provided within three business days of the request, estimating fees and providing further information regarding the agency's ability and plans to provide the requested records.

**Fees – Record/Programming:** In accordance with K.S.A. 74-2022 the Secretary of Revenue, in conjunction with the Division of Property Valuation has established the following fee schedule for data contained in the Kansas computer assisted mass appraisal system (KSCAMA System).

**K.S.A. 74-2022 States in part:** Electronic databases fee fund; access fees for department of revenue information; disposition of funds. (a) The secretary of revenue is hereby authorized to fix, charge and collect fees to provide access to or to furnish copies of data constitution public records in the . . . Kansas computer assisted mass appraisal system (KS CAMA) and other electronic database systems of the department of revenue. All such fees shall be fixed in order to recover all or part of the costs incurred to operate, maintain and improve the specific electronic database system in which the data are stored or maintained, including the costs incurred to provide access to or furnishing copies of such data. The fees fixed pursuant to this section shall not be subject to the provision of K.S.A. 45-219 and amendments thereto.

The agency will provide an estimate of fees to be charged prior to providing records, and where such estimate is provided, fees actually charged shall not exceed such estimate. Since the department can't always estimate the number of records any given programming request will generate, the estimate may not include the per record fee. The agency reserves the right to require any estimated charge for access to or copies of records be received before work is performed to produce the records in order to insure payment. No refunds will be issued for programming requests made in error or requests resulting in no records found.

Fees may be waived at the discretion of the Secretary of Revenue, Division Director or the Official Records Custodian. Criteria for waiver include but are not limited to the size and clarity of the request, availability of records, difficulty and time required to access the records and whether the use or distribution of the records is determined by the Secretary of Revenue or custodians to significantly benefit the Kansas Department of Revenue or the general public.

Published Records: The Kansas Department of Revenue has made numerous reports and publication available on to the public on the Internet. The web address is: <http://www.ksrevenue.org/>