

**KENTUCKY DEPARTMENT OF CORRECTIONS  
DATA REQUEST FORM**

Name	Date		
Organization			
Mailing Address	City	State	Zip
Email		Telephone	

**Describe in detail the data you are requesting.**

**For what purpose do you intend to use the requested data?**

**When do you need the requested data?**

**GENERAL PROVISIONS**

- Pursuant to *Corrections Policy and Procedure (CPP) 5.1*, requests for data from the Kentucky Department of Corrections, including requests for data from the Kentucky Offender Management System (KOMS) shall be made by completing this form and emailing it to the Kentucky Department of Corrections (DOC) at: [corrections.datarequest@ky.gov](mailto:corrections.datarequest@ky.gov).
- The Department's policy can be referenced on the Kentucky Department of Corrections website: [Corrections Policy & Procedure 5.1 Research, Surveys & Data Requests](#).
- I understand that if this request is approved, every effort will be made to supply the data by the requested timeframe; however, due to the high volume of such requests the Department cannot guarantee delivery by a certain date. The requester may be required to pay the cost of developing any queries or other required programming that does not already exist for the data request.
- Security of data shall be maintained by the requester. I agree that information or data obtained through a data request shall not be transferred to a third party without the approval of the Department of Corrections.
- I agree I shall not publish information obtained from an approved data request without approval by the Department of Corrections.

Requestor Signature

Date