



REQUEST FOR AUDIO RECORDINGS

USE THIS FORM TO REQUEST THE AUDIO RECORDING OF A HEARING.

The OATH Hearings Division prepares audio recordings at the rate of 25¢ per CD for recordings that are picked up and \$3.00 for recordings that are mailed. The Hearings Division will contact you with the total cost for preparing the audio recording(s). Payment must be made (by check, money order, or credit card only) before the Hearings Division can release the copy. There is no cost for recordings that are emailed.

Information About the Summons(es)/Notice(s)

Summons/notice number(s) (list additional summons/notice numbers on the back of this form):

Hearing date: CAMIS number or TLC license number (if applicable):

Name of Respondent, exactly as it is written on the top of the summons(es)/notice(s):

Information About the Person Making the Request

Date of request:

Name of person making request:

Telephone number: Email address:

Check one:

- I will pick up the CD(s)
Email the audio, at no cost, to
Mail the CD(s) to

Are you the named Respondent on the summons(es)/notice(s)? Yes No

If you are not the named Respondent, you must answer the following questions:

- Check the box that best describes who you are:
Owner of property/business
Partner/officer of respondent company
Registered representative (must attach Authorization Form)
General/Managing agent
Other (friend, relative, etc...), describe
Attorney
Employee of respondent
Are you authorized to represent the Respondent? Yes No
What is the name of the person who asked you to make this request?
What is that person's relationship to the Respondent? For example, if the summons/notice names a corporation as the Respondent, tell us what that person's job or title is at the corporation.

FOR OFFICE USE ONLY (Do not write below this line)

Date completed: Prepared by:

Total number of CD(s) times fee per CD ([amount]) = Fee due: