

Wyoming Livestock Board

1934 Wyott Dr.

Cheyenne, WY 82002

Phone: 307-777-7515

Fax: 307-777-6561

Fees: \$10.00 an hour for research will be charged: this may or may not include copies of documents found. It is possible that no records will be found during the research process. The research fees must still be paid if done by office personnel. If records are found, copies will be charged at the following rates: .50 per copy &/or \$1.00 per certified copy

Please fill out the following information:

Name of caller \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Phone number of caller \_\_\_\_\_ Fax number \_\_\_\_\_

Mailing or physical address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of Form/Inspection requested \_\_\_\_\_

Species and number of livesock \_\_\_\_\_

Description: breed \_\_\_\_\_ Color \_\_\_\_\_ brands \_\_\_\_\_

Unique markings \_\_\_\_\_ Age of animal(s) \_\_\_\_\_

Name of Inspector who issued form \_\_\_\_\_

County form was issued in \_\_\_\_\_

Date or year inspection was issued \_\_\_\_\_

Seller of animal \_\_\_\_\_

Buyer of animal \_\_\_\_\_

Reason for inspection lookup \_\_\_\_\_

\*Office use only:\*

Research done by \_\_\_\_\_ Date \_\_\_\_\_

Research started at: \_\_\_\_\_ a.m. /p.m. Completed at: \_\_\_\_\_ a.m. /p.m.

Number of records copied \_\_\_\_\_ certified \_\_\_\_\_

No records could be found with the above mentioned details: initials \_\_\_\_\_

Final cost of research \_\_\_\_\_ paid by \_\_\_\_\_

Ck# \_\_\_\_\_ Date \_\_\_\_\_

## Brand inspection records are public records:

**No records shall be researched without authorized personnel from the Wyoming Livestock Board being physically present during research procedures**

Any research completed by a Wyoming Livestock Staff member will include the following fees:

Hard copy research by staff: (\$10.00 per hour)

Electronic research by Staff: (\$15.00 per hour)

Photo copies (fifty cents .50 per page)

Certified copies 1:00 per page

### Research by client themselves: no charge

Copies: fifty cents .50 per copy

Certified copies: \$1.00

Fax copies: \$1.00 per page

The Wyoming Livestock board only holds records in the office for two years. Anything older than two years will require Archives access and could take as long as 5 working days to arrive in our office for research.

No fees will be charged to the client until the actual research process begins. If the research will be conducted by the client themselves, we will call you when the archives material arrives in our office and you may begin research efforts at that time.