How to Submit an Open Records Request- External Users
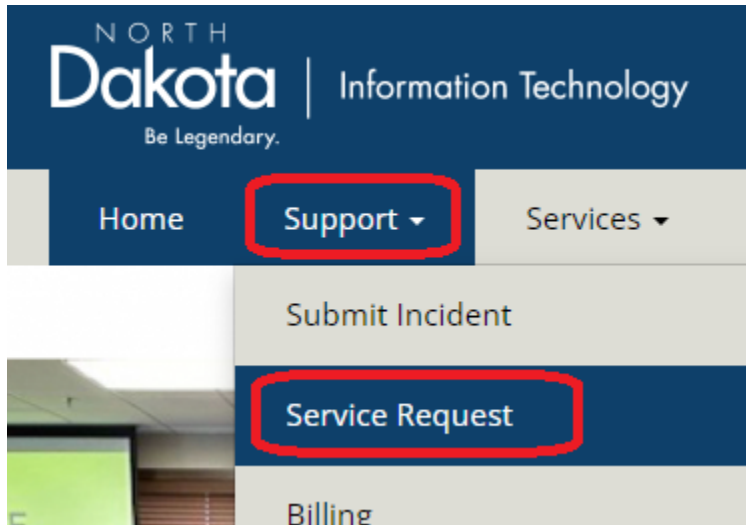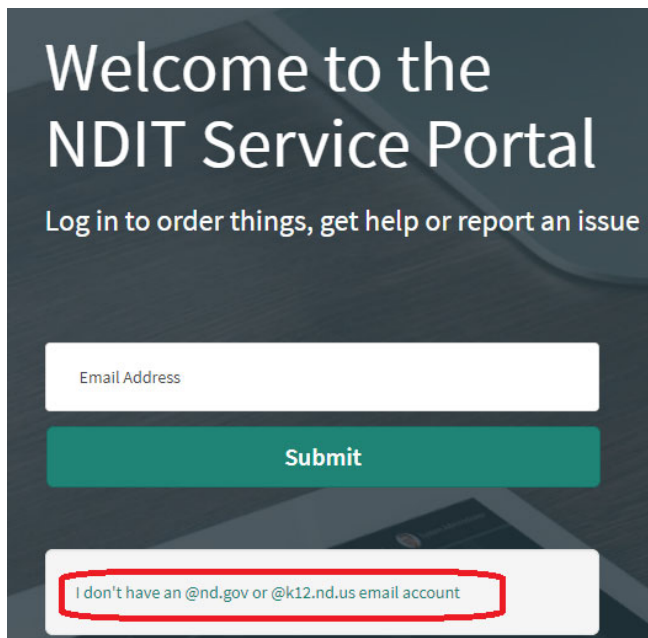
1. Go to NDIT's website (ndit.nd.gov) Home | North Dakota Information Technology (nd.gov)
2. Under the "Support" menu option, choose "Service Request":

3. Click on "I don't have an @nd.gov or @k12.nd.us email account"

4. Click on "Submit Incident"

Submit Incident

Submit an incident to the NDIT-Service Desk team

5. Fill out the "Submit Public Incident" webform. Make sure you describe the records you are requesting in as much detail as possible. It is helpful to include in the Description field that you are submitting an open records request to speed up the routing process.

Per North Dakota Century Code 44-04, some records may be exempt and some requests may be subject to a fee not exceeding $25/hr.

Submit Public Incident

NOTE: If you require immediate assistance, please contact the NDIT Service Desk at 701-328-4470

Full name

| Full name |

Phone

| Phone |

Email

| Email |

Description

| Description |

Submit

If you need assistance, call the Service Desk, 701-328-4470.