



# OPEN RECORDS REQUEST INSTRUCTIONS

501 Washington Avenue  
Post Office Box 300152  
Montgomery, Alabama 36130-0152

Telephone: (334) 242-7300  
[www.AlabamaAG.gov](http://www.AlabamaAG.gov)

In an effort to more efficiently process open records requests, the Office of the Attorney General has established the following procedure for requesting open (public) records.

1. Please complete and sign the attached form.
2. You may attach additional pages if necessary.
3. Please mail your request to:  
Office of the Attorney General  
Attn: Opinions Division  
501 Washington Avenue  
P. O. Box 300152  
Montgomery, Alabama 36130-0152
4. TIPS:
  - A. Generally, only Alabama citizens are entitled to open records.
  - B. Please avoid terms like “related to” or “pertaining to”. These terms are vague and difficult to precisely interpret.
  - C. If seeking emails between parties, please provide keywords or specific email addresses. If the exact email address is unknown, please provide the domain as a search term.
  - D. Please write legibly or type your request.
  - E. Remember to sign your request.

Once your request is received, you will receive a confirmation letter along with additional instructions regarding payment, if required, or any deficiencies in your request.

Should you have any questions or need additional information, please contact the Opinions Division of the Alabama Attorney General’s Office at (334) 242-7300.



# OPEN RECORDS REQUEST FORM

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Telephone: (334) 242-7300  
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Name and Title of Person Requesting Records: \_\_\_\_\_

Contact Information for Person Requesting Records:

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Physical Address of Business/Organization/Person: \_\_\_\_\_

Purpose for Which Information is Requested: \_\_\_\_\_

Search Terms: \_\_\_\_\_

Specific Documents: \_\_\_\_\_

**Signature and Title of Individual Requesting Records:**

\_\_\_\_\_

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