OPEN RECORDS REQUEST INSTRUCTIONS



Office of the Attorney General State of Alabama Post Office Box 300152 Montgomery, Alabama 36130-0152 Telephone: (334) 242-7300 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 State of Alabama Attn: Opinions Division P. O. Box 300152 Montgomery, Alabama 36130-0152

4. TIPS:

- A. Only Alabama residents 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 Office of the Attorney General at (334) 242-7300.

OPEN RECORDS REQUEST FORM



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Person Requesting Records
Name:
Title:
Contact Information
Business Phone:
Cell Phone:
E-Mail Address:
Physical Address:
Purpose for Which Information is Requested:
Search Terms:
Date Range:
Specific Documents:
I certify under penalty of perjury that I am an Alabama resident:
Signature
Date

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