

OPEN RECORDS REQUEST FORM

MAIL TO: Department of Youth Services
Attention: Legal Division
P. O. Box 66
Mt. Meigs, Alabama 36057

NAME AND TITLE OF PERSON REQUESTING RECORDS:

NAME OF BUSINESS OR ORGANIZATION:

DATE:

CONTACT INFORMATION FOR PERSON REQUESTING RECORDS:

BUSINESS PHONE:

CELL PHONE:

EMAIL ADDRESS:

PHYSICAL ADDRESS OF BUSINESS/ORGANIZATION/PERSON:

FEES: I AM WILLING TO PAY UP TO \$_____ IN PROCESSING FEES
WITHOUT PRIOR NOTICE BY THE AGENCY.

PURPOSE FOR WHICH RECORDS ARE REQUESTED:

SEARCH TERMS:

SPECIFIC RECORDS REQUESTED:

Signature

Date