



**MONTGOMERY COUNTY COMMISSION
PUBLIC RECORDS REQUEST FORM**

DATE REQUEST RECEIVED (TO BE COMPLETED BY COUNTY): _____

REQUEST NUMBER (TO BE COMPLETED BY COUNTY): _____

REQUESTER'S CONTACT INFORMATION:

Name: _____

Phone number (including area code): _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Street address (if different from mailing address): _____

City: _____ State: _____ Zip code: _____

Government entity to which Request to Inspect Public Records is directed:

DESCRIPTION OF RECORDS REQUESTED: *PLEASE NOTE: Be as specific as possible. The County's public officer or designee responsible for responding to public records requests ("Public Officer") is not obligated to respond to a request that is vague, ambiguous, overly broad, or unreasonable in scope, nor is the Public Officer obligated to respond to a request seeking records that do not exist or materials that are not public records. Additionally, extensive requests for public records may increase the fees to cover the administrative cost of identifying and copying the requested records.*

ADMINISTRATIVE FEES: Payment of estimated administrative fees will be required before your request is fulfilled and, in the case of a time-intensive request (i.e., a request that is estimated to require more than eight hours of staff time to process) prior to the initiation of a search for records responsive to the request.

CERTIFICATION AND PROOF OF RESIDENCY: By signing below and submitting this request, you certify that you are an Alabama resident, with legal standing to make a request to inspect public records pursuant to Alabama law.

For purposes of this request, a resident is an individual who is permanently domiciled in Alabama with an expectation to remain in Alabama as demonstrated by reasonable proof of residency such as, but not limited to, a valid Alabama driver license or voter registration. *Proof of residency shall be submitted at the time the request for public records is made.*

SUBMISSION OF REQUEST: Requests to inspect and take copies of public records in the custody and control of the Montgomery County Commission shall be in writing and may be delivered in person to the Montgomery County Commission during regular business hours or delivered by U.S. Mail to the following address:

Montgomery County Commission
Public Records Request
101 South Lawrence Street
Montgomery, Alabama 36104

All requests for public records shall be submitted using the Montgomery County Commission Public Records Request Form and accompanied by proper proof of residency.

PLEASE NOTE, DUE TO CYBER SECURITY AND SAFETY CONCERNS, THE PUBLIC OFFICER WILL NOT ACCEPT ANY REQUESTS OR INQUIRIES REGARDING PUBLIC RECORDS THAT ARE SUBMITTED VIA UNSOLICITED EMAILS OR OTHER ELECTRONIC COMMUNICATIONS.

RESPONSE TO REQUEST: The County's Public Officer will respond to proper public records requests by (1) mailing the records to the Requester via U.S. mail; (2) notifying the Requester via U.S. mail that the records will be provided at a set time, place, and location during regular business hours or at a time, place, and location mutually agreeable to the Public Officer and the Requester; (3) stating that the Public Officer is prepared to provide the requested public records to the Requester upon payment of a reasonable fee; or (4) denying the request and stating the reasons therefor. The Public Officer may deny the request if the Requester fails to substantially complete the standard request form or substantially comply with any written procedures governing requests for public records.

PLEASE NOTE, DUE TO CYBER SECURITY AND SAFETY CONCERNS THE PUBLIC OFFICER WILL NOT RESPOND BY ACKNOWLEDGEMENT OR OTHERWISE TO ANY REQUESTS OR INQUIRIES REGARDING PUBLIC RECORDS THAT ARE SUBMITTED VIA UNSOLICITED EMAILS OR OTHER ELECTRONIC COMMUNICATIONS.

INSPECTION OF RECORDS: An inspection of public records granted in response to a proper written request will take place during regular business hours at the offices of the Montgomery County Commission, 101 South Lawrence Street, Montgomery, Alabama 36104, or at a time, place, and location mutually agreeable to the Public Officer and the Requester.

Signed and certified this ____ day of _____, 20__.

Signature of Requester