



**Office of the Governor  
Public Records Request Form**

Complete and submit this form to make a public-records request. All fields must be completed with accurate information for your request to be processed.

**Scope of request form**

This form is for requesting public records from the Office of the Governor. If you are looking for public records from another governmental entity within the State of Alabama, you may wish to visit an online directory of [Alabama state agencies](#), [Alabama municipalities](#), or [Alabama counties](#) to find the entity best suited to assist you.

I believe the records I am seeking are in the possession of the Office of the Governor rather than some other governmental entity within the State of Alabama.

**Requestor's contact information**

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

**Payment of fees**

Payment of fees may be required before your request is fulfilled. I am willing to pay up to \$\_\_\_\_\_ in processing fees without prior notice by the agency.

**Specific records requested**

Be as specific as possible. Requests that are overly broad may qualify as time-intensive requests and will take longer to process.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date