



## Alabama Emergency Management Agency 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.

If returned by mail, mail to: Alabama Emergency Management Agency  
5898 County Road 41  
Clanton, AL 35046

Payment of fees may be required before your request is fulfilled.

### Requestor's contact information

Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

### Associated fees

Document retrieval and preparation      \$20.00/hour (minimum fee \$20.00)  
Copies 8.5x11                                      \$.50/page

A fee may be applied for any actual costs incurred while processing or responding to a public-records request.

I am willing to pay up to \$ \_\_\_\_\_ in processing fees without prior notice by the agency.

### Specific records requested

Records requested (must be as specific as possible, requests that are overly broad may qualify as time-intensive requests and will take longer to respond to):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date