



Alabama Emergency Management Agency Public Records Request Form

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

Return by email to: public.records@ema.alabama.gov

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.

Specify 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