



KAY IVEY
GOVERNOR

ALABAMA BOARD OF FUNERAL SERVICES

4276 LOMAC STREET | MONTGOMERY, ALABAMA 36106
P.O. BOX 309522 | MONTGOMERY, ALABAMA 36130
PHONE 334.242.4049 | WWW.FSB.ALABAMA.GOV
EMAIL: INFO@FSB.ALABAMA.GOV



CHARLES PERINE
DIRECTOR

STATE OF ALABAMA Board of Funeral Services

INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS

Alabama law makes public writings available to its residents (proof of residency may be requested), subject to exceptions that are specified by law. These exceptions generally direct that certain information is privileged or confidential.

In the interest of efficiency and good stewardship of the tax dollars that this office receives in carrying out its primary duties, responses to records requests are made by the employees of the Alabama Board of Funeral Services (“the Board”). Therefore, the following procedure has been established to provide an orderly method for requesting records that are within the jurisdiction of the Board.

The type of record being requested will determine its availability, the cost, and the time to gather the records. (A public officer is not obligated to respond to a request that is vague, ambiguous, overly broad, or unreasonable in scope, nor is a public officer obligated to respond to a request that seeks records that do not exist or materials that are not public records).

- Standard requests contain one or more specifically and discretely identified public records which require less than eight hours of staff time to process. This request will usually be available in fifteen business days after acknowledging receipt. Numerous factors may necessitate that this time frame be extended.
- Time-Intensive requests contain specific and discretely identified public records which require more than eight hours of staff time to process. This request will be acknowledged as time intensive and will usually be available in forty-five business days after acknowledging receipt. This time period may be extended in 15 business day increments with notice provided to the requestor.



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PLEASE READ THESE INSTRUCTIONS BEFORE PROCEEDING WITH YOUR REQUEST

The Board shall not be obligated to respond to a public records request that is not made pursuant to the Board's written procedures.

1) Complete the attached "REQUEST FOR PUBLIC RECORDS" form and submit it to the Board via mail, fax, email or electronically via the Board's website

Alabama Board of Funeral Service
4276 Lomac Street
Montgomery, AL 36106
Fax: (334) 353-7988
Email: info@fsb.alabama.gov
Website: www.fsb.alabama.gov

2) Upon receiving a completed REQUEST FOR PUBLIC RECORDS form, the Board will acknowledge the receipt within ten days, and will analyze whether the requested information is held by the Board and subject to disclosure. Once this preliminary determination has been made, the Board will provide the requestor with an estimated research cost. **Basic research is \$20.00 per hour, with a one hour minimum, plus expenses.** Research of electronic records or those not normally kept may be higher.

3) **Payment in the amount of the estimated cost is required prior to disclosure.**

4) Documents may be made available for viewing upon written request and by appointment. Appointments are available Monday thru Friday and between 9 AM and 4 PM (excluding Federal and State holidays). Viewing of certain types of records may not be possible.



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REQUEST FOR PUBLIC RECORDS

(To conserve taxpayer provided resources, there are procedures governing the orderly production of public records. Read and follow the attached **INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS** before submitting this Request.)

NAME OF REQUESTING PARTY: _____

MAILING ADDRESS: _____
Street or P.O. Box

City	State	Zip Code
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CONTACT NUMBER #: _____ **E-mail address:** _____

AGENCY YOU ARE REQUESTING PUBLIC RECORDS FROM: _____

RECORDS REQUESTED: (Be as specific as possible. A public office is not obligated to respond to a request that is vague, ambiguous, overly broad, or unreasonable in scope, nor is a public officer obligated to respond to a request that seeks records that do not exist or materials that are not public records. Additionally, extensive requests for public records may increase the fees to over the administrative cost of searching and copying the requested records.) _____

PROPOSED USE OF DOCUMENTS: _____

(The Alabama Open Records Act and related case law allows state agencies to require a reason be provided to show a direct, legitimate interest in the specific document(s) requested. Your statement should communicate a direct interest in the specific records required and should not be general statements of entitlement.

By submitting this request, you certify that you are an Alabama resident with standing to make a request for public records pursuant to Alabama law.

Signature _____ **Print Name** _____ **Date Signed**

BOARD USE ONLY	
Research: _____ Hours @ \$20.00 per hour	= \$ _____
Copies: _____ pages @ \$.50 per page	= \$ _____
Other charges: _____	= \$ _____
ESTIMATED CHARGES	= \$ _____
On the _____ day of _____, 20____, payment received	= \$ _____
Date placed for delivery: _____	Method of delivery: _____
Tracking # (if applicable)	
Name of processor	
Signature of processor	