



ALABAMA BOARD OF FUNERAL SERVICES

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KAY IVEY
GOVERNOR

CHARLES PERINE
DIRECTOR

REQUEST FOR PUBLIC RECORDS

(To conserve taxpayer provided resources, there are procedures governing the orderly production of public records. Read and complete the **REQUEST for 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
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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		