



Vaughn T. Poe, Executive Director  
 Teresa Hoffman, Assistant Executive Director

**OPEN RECORDS REQUEST FORM**

Please complete this form and email it to [public.records@arec.alabama.gov](mailto:public.records@arec.alabama.gov). If you have any questions about this form, please contact the Legal Division at 334-242-5544.

NAME AND TITLE OF PERSON REQUESTING RECORDS:

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NAME OF BUSINESS OR ORGANIZATION:

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DATE:

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CONTACT INFORMATION FOR PERSON REQUESTING RECORDS:

BUSINESS PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHYSICAL ADDRESS OF BUSINESS/ORGANIZATION/PERSON:

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PURPOSE FOR WHICH INFORMATION IS REQUESTED:

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SEARCH TERMS:

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SPECIFIC DOCUMENTS:

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