



## Request for Access to Public Records

The Alabama Supreme Court has held that a city may require a person making access to public records to fill out an application and give a reason for seeking the record. In addition, a municipality may set reasonable restrictions on the time and place of inspection. A municipality has the right to charge a reasonable fee for making copies of the record.

1. I request to review or obtain (circle one) the following public records of the City of Opelika:

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2. The reason(s) I desire to review these records is: (you must give a valid reason).

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DATE

PRINTED NAME

ADDRESS

SIGNATURE

PHONE

### THIS SPACE FOR OFFICIAL USE

Reason denied: \_\_\_\_\_ Request approved; \_\_\_\_\_

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DATE

SIGNED

## **APPLICATION INSTRUCTIONS**

This form is intended to provide a means for members of the public to obtain copies of public documents.

Any person desiring copies of City of Opelika public documents must obtain an application form from a City of Opelika office. This would include the Mayor, City Administrator or City Clerk offices, any department or office chief's administrative office, and the library.

Each applicant must fill out this form, insuring that information on how to contact the applicant be fully completed.

This form should then be delivered to the Mayor or City Administrator's office by mail or personal delivery.

The application will then be processed within a reasonable time period and the applicant contacted to coordinate delivery of the information.

Persons receiving public documents will be required to pay the city a flat fee of \$0.25 per standard page in advance for their document.

For additional information, contact 705-5150.