Etowah County Commission
PUBLIC RECORDS REQUEST FORM

DATE REQUEST RECEIVED (TO BE COMPLETED BY COUNTY): _____

REQUEST NUMBER (TO BE COMPLETED BY COUNTY): _____

REQUESTER'S CONTACT INFORMATION:

Name: _____

Phone number (include area code): _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Street address (if different from mailing address): _____

City: _____ State: _____ Zip code: _____

Government entity to which Request to Inspect Public Records is directed: _____

DESCRIPTION OF RECORDS REQUESTED: *PLEASE NOTE - Be as specific as possible. The County's Public Officer is not obligated to respond to a request that is vague, ambiguous, overly broad, or unreasonable in scope, nor is the 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 cover the administrative cost of identifying and copying the requested records.*

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ADMINISTRATIVE FEES: Payment of estimated administrative fees will be required before your request is fulfilled and, in the case of a time-intensive request, i.e., a request that is estimated to require more than eight hours of staff time to process, prior to the initiation of a search for records responsive to the request.. You will be notified of any estimated administrative fees and the procedures for payment once your request has been evaluated by the County's Public Officer.

CERTIFICATION AND PROOF OF RESIDENCY: By signing below and submitting this request, you certify that you are an Alabama resident with standing to make a request to inspect public records pursuant to Alabama law.

For purposes of this request, a resident is an individual who is permanently domiciled in Alabama with an expectation to remain in Alabama as demonstrated by reasonable proof of residency such, but not limited to, a valid Alabama driver license or voter registration. *Proof of residency will be required in conjunction with the submission of this request.*

SUBMISSION OF REQUEST: Requests to inspect records in the custody and control of the Etowah County Commission must be submitted in person during regular business hours at the following location:

Etowah County Commission
800 Forrest Avenue
Ste 113
Gadsden, AL 35901

PLEASE NOTE, DUE TO CYBER SECURITY AND SAFETY CONCERNS THE COMMISSION WILL NOT RESPOND BY WAY OF ACKNOWLEDGMENT OR OTHERWISE TO ANY REQUESTS OR INQUIRIES REGARDING PUBLIC RECORDS THAT ARE SUBMITTED VIA UNSOLICITED EMAILS OR OTHER ELECTRONIC COMMUNICATIONS.

Signed and certified this _____ day of _____, 20___.

_____
Signature of Requester