



## MOBILE COUNTY RECORDS REQUEST FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_

INFORMATION REQUESTED: \_\_\_\_\_

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### THE FOLLOWING MUST BE COMPLETED

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
(Please Print Legibly)

EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/ZIP \_\_\_\_\_  
(Street Address Required, No P.O. Boxes Accepted)

SIGNATURE \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

**MATERIALS:** The cost of copies sized 8½ by 11 or 8½ by 14 inches is \$0.25 per page. Charges for maps, plats and other large documents are set by the applicable department. Fees are due whether the records are provided by paper or by PDF or other electronic file. The fee for records provided by DVD is \$5.00.

**LABOR:** No labor charge is imposed when a nominal amount of staff time is needed to respond to a request. Charges for requests requiring more than 15 minutes of staff time are based upon the hourly base rate of pay for the employee(s) of the applicable department(s) responding to the request, multiplied by the actual time worked. Time is computed on the basis of quarter hours, rounded up. Labor charges are in addition to the per page or per DVD cost specified above and are due and payable even if no records responsive to the request are located, or in the event the requested records are subsequently determined to be exempt from disclosure.

**DEPOSIT/PAYMENT:** A deposit is required when the Office of Public Affairs determines that one (1) hour or more of staff time will be needed to respond to a request. If the final cost is less than the deposit, the difference will be refunded; if greater, the additional cost must be paid prior to delivery or review of the records. Payment amount will be emailed to requestor and payment must be received prior to release of documents. Checks or money orders made out to Mobile County are accepted, as are cash payments. Credit/debit card payments cannot be accepted.

**EMAIL:** To ensure the fastest service possible, please email this completed form to Katherine Eddy, [Kathy.Eddy@mobilecountyal.gov](mailto:Kathy.Eddy@mobilecountyal.gov)