

ALABAMA DEPARTMENT OF COMMERCE
Alabama Open Records Request
§36-12-40, Code of Alabama (1975)

Please use the attached form to submit your Alabama Open Records (AOR) Request to the Alabama Department of Commerce (Commerce). Requests may be submitted by mail or email to the following addresses:

Mail to:
Alabama Department of Commerce
Attn: Erika McKay, General Counsel
401 Adams Avenue, Suite 630
Montgomery, Alabama 36104
E-mail:

public.records@commerce.alabama.gov

FEE SCHEDULE

The requester agrees to pay all applicable fees to process the request. No information or documents will be sent to the requester until payment is made in full.

Research and Retrieval Fees will be charged even if an inspection is requested of the disclosable public documents rather than actual copies.

Research and Retrieval Fee	\$20.00 per hour
Minimum Research and Retrieval Fee (non-refundable)	\$10.00
8 1/2 x 11 pages (over 10)	\$0.50/page
8 1/2 x 14 pages (over 10)	\$1.00/page
11 1/2 x 14 pages (over 10)	\$1.50/page
Scanned pages added to a flash drive	\$0.50/page plus \$10.00
Photographs (Color)	\$15.00/print

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Requester's Name: _____

Firm/Business Name: _____

Mailing Address: _____

Telephone #: _____ Fax #: _____ E-mail Address: _____

If the request is related to litigation or possible litigation, provide the following information and attach a copy of the complaint:

Case Style: _____ Case #: _____

All parties involved: _____

Counsel for all parties:

Plaintiff(s): Name: _____ Firm: _____

Defendant(s): Name: _____ Firm: _____

Please list the names of all Commerce employees you have spoken to regarding this request:

Do you have any other active requests with Commerce? If so, please list the file numbers:

Notify me if the cost is estimated to exceed \$100.00.

YES

☐

NO

☐

Do you wish to do a file review?

YES

☐

NO

☐

Please describe your request. If additional space is needed, please attach additional sheets to this form. Include as much information as possible.
