

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 670  
Montgomery, Alabama 36104

E-mail:

[public.records@commerce.alabama.gov](mailto: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.

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