

CITY OF JASPER, ALABAMA
P.O. Box 1589
Jasper, AL 35502 | 205-221-2100

REQUEST FOR PUBLIC RECORDS

I. Requester's Contact Information:

Name: _____

Telephone Number: _____

Electronic Mail: _____

Residence Street Address: _____

City: _____

State: _____

ZIP Code: _____

II. Date of Request: _____

III. Records Requested¹: _____

PAYMENT OF FEES MAY BE REQUIRED BEFORE YOUR REQUEST IS FULFILLED.

IV. By submitting this request, you acknowledge that you are an Alabama resident with standing to make a request for public records pursuant to Alabama law.

Signature

Printed Name

Request Received:

Date

City Official's Initials

¹Be as specific as possible. A public officer is not obligated to respond to a request that is vague, ambiguous, overly broad, or unreasonable in scope, nor is a 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 required to cover the administrative cost of searching and copying the requested records.