

CITY OF BESSEMER, PUBLIC RECORDS REQUEST FORM

This form is provided for convenience to assist requesters in submitting public records requests under the Alabama Public Records Act, Ala. Code §§ 36-12-40 et seq. The City of Bessemer's **Public Records Policy**, as adopted by the City Council, governs all requests and controls in the event of any inconsistency.

1. Requester Information

Full Name: _____

Organization (if applicable): _____

Mailing Address: _____

City / State / ZIP: _____

Telephone Number: _____

Email Address: _____

2. Alabama Residency Certification

Under Alabama law, the right to inspect and copy public records is afforded to citizens of the State of Alabama. The City of Bessemer does not discriminate based on residency; however, it is not required by law to respond to non-resident requests and reserves the discretion to do so.

Please check **one**:

I certify that I am a **citizen and resident of the State of Alabama**.

I am **not** a resident of Alabama and understand that the City may, but is not required to, respond to this request.

The City Clerk may request reasonable documentation verifying Alabama residency prior to processing or fulfilling this request.

3. Description of Records Requested

Please describe the records requested with reasonable specificity, including relevant dates, departments, subjects, or titles. Overly broad or vague requests may require clarification before processing.

4. Preferred Method of Access

- Inspection in person (by appointment only)
- Electronic copies (email or secure download, if available)
- Paper copies
- Other (please specify): _____

5. Fees, Estimates, and Pre-Payment Acknowledgment

I understand and acknowledge that:

- The City may charge reasonable fees reflecting the actual cost of locating, reviewing, redacting, supervising inspection, copying, and producing records;
- A written estimate of time and cost may be provided before work begins;
- Estimates are **non-binding** and may increase or decrease depending on the complexity of the request, which may not be fully known until processing has commenced;
- Pre-payment may be required before work begins or records are released;
- Records will not be produced until all required fees are paid in full.

Initials: _____ **Date:** _____

7. Signature

I certify that the information provided above is true and correct and that this request is submitted in accordance with the City of Bessemer's Public Records Policy.

Signature: _____

Printed Name: _____

Date: _____

Submit this completed form to:

City Clerk – Public Records Officer

City of Bessemer
1700 3rd Avenue North
Bessemer, Alabama 35020
Email: [City Clerk's official email]

DATE: _____

SIGNED: _____

CITY CLERK