

# City of Pell City

## Request for Access to Public Records

I request to review or obtain copy of the following public records of the City of Pell City.  
I further request that the documents be  **mailed** by U.S.P.O. to the address below  
or  **emailed** to the following: \_\_\_\_\_@\_\_\_\_\_.

Name: \_\_\_\_\_ (List the records or information you wish to review or obtain)

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

The reason(s) I desire to review these record(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**If copies are needed, there will be a .25 charge per page for copying. Research charges will be billed at \$35.00 per hour. If records are requested to be sent via email or mail, an invoice for charges will be sent first. The documents will not be sent until the required fees or charges are received. Checks, money orders or cashier checks are to be made payable to The City of Pell City and remitted to 1905 First Ave. N., Pell City, AL 35125.**

### Records Received In Person:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Records Mailed or Emailed Data:

\_\_\_\_\_  
Signature of Handler

\_\_\_\_\_  
Date Mailed or Emailed

### **For Office Use Only**

Approved

Denied

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date