



City of Pell City
1905 1st Avenue North
Pell City, Alabama 35125
(205) 338-2244
www.pell-city.com

Request for Access to Public Records

I request to review or obtain a 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: _____

Phone: Home _____ Cell: _____

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

Your signature is required for processing as an acknowledgement and agreement of the conditions stated. By signing this form, you recognize that the City must provide security of public records and must make available an employee of the City during the examination of such records. You understand there is a charge for requested copies, as set forth in the Terms and Conditions for Handling Public Records Requests. You agree to pay the fee for the copies as this policy sets out. A reasonable search fee may be charged for search time in retrieving the requested documents. You understand documents received are not for public circulation and are being obtained for your personal informational use only.

 Signature

 Date

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
 O://City Hall/Forms/Request for Public Records

 Date