



Public Records Request Form

City of Phenix City Clerk – 601 12th Street - Phenix City, AL 36867

Please complete all information in the fields provided (type or print).

Completed forms may be submitted by mail to: City Clerk’s Office, 601 12th Street, Phenix City, AL 36867; in-person to City of Phenix City Clerk’s Office; or emailed to cityclerk@phenixcityal.us.

Description of documents(s) requested: Be 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 to cover the administrative cost of searching and copying the requested records.

Reason for Request: The person seeking access to Public Records may legally be required to show a direct, legitimate interest in the document(s) sought (*Brewer v. Watson*, 71 Ala. 299 (Ala.1882)). Statements should be specific (e.g. “Case records for employment background check”), and should not be general (e.g. “I am a taxpayer” or “It’s a public record”).

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

Print Name: _____ Address _____ City _____ State _____ Zip Code _____

Requestor’s Signature _____ Email _____ Date Submitted _____

FOR OFFICE USE ONLY

Possible delays: _____ Dept./Legal Review: _____ Other: _____

Request date: _____ Date Received: _____ Employee (Received by): _____

Notes: _____

Copies Received: _____ Research Fee: _____ Copy Fee: _____ Electronic Fee: _____

Transaction Fee (cards only): _____ Total Cost: \$ _____ Receipt No: _____

Copies provided by (Processed payment by): _____ Date completed: _____