



DELBERT HOSEMANN
Secretary of State

Request for Public Records

To request information pursuant to the Mississippi Open Records Act (Miss. Ann Code §25-61-1), please fill out the form below and submit it to the Office of the Mississippi Secretary of State; 401 Mississippi Street; Jackson, MS 39205 or you may submit the request via facsimile to (601) 359-1499. All requests will be answered within the statutory guidelines of the Mississippi Open Records Act and Administrative Procedures of the Mississippi Secretary of State.

I. INFORMATION ON INDIVIDUAL MAKING THE REQUEST

- 1. _____
(FULL NAME) (ORGANIZATION)
- 2. _____
(PERSONAL ADDRESS) (BUSINESS ADDRESS)
- 3. _____
(CITY) (CITY)
- 4. _____
(STATE) (ZIP CODE) (STATE) (ZIP CODE)
- 5. _____
(TELEPHONE—PERSONAL) (TELEPHONE—BUSINESS)
- 6. _____
(EMAIL ADDRESS)
- 7. Are you a member of the press? _____ Yes _____ No

II. DESCRIPTION OF PUBLIC RECORD REQUESTED

Please describe the public record you wish disclosed, in detail. If known, please include, the date of the record, subject matter, division, etc.. If clarification of the request is needed, the requestor will be contacted at the contact information listed above. If necessary, attach an additional page(s) for description.

Does the information sought contain a trade secret, confidential commercial, or financial information, to your knowledge? _____ Yes _____ No

III. ACKNOWLEDGEMENT OF COSTS

I understand a fee may be charged to cover the direct cost of search, review, and reproduction, as prescribed in the Mississippi Secretary of State’s fee schedule. I understand such costs must be paid prior to the production of the public record. I understand the costs for reproduction/ searching/ reviewing the records may exceed initial estimates and agree to pay additional costs if they exceed the original estimate.

Should the request require extensive research or copies, the requestor agrees to allow additional time for processing the requested documentation to be mutually agreed upon by the parties.

IMPORTANT: THEFT OR ALTERCATION OF STATE RECORDS IS A CRIME PUNISHABLE BY LAW, MISS. ANN CODE §25-59-23 (1972).

(DATE OF REQUEST)

(SIGNATURE)

(PRINT NAME)