



# Michael Watson

SECRETARY OF STATE

## Request for Public Records

To request information pursuant to the Mississippi Open Records Act (Miss. Code Ann. §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 39201. Requests may be mailed, hand delivered, transmitted via facsimile to (601) 359-1499, or emailed to [publicrecords@sos.ms.gov](mailto:publicrecords@sos.ms.gov). All requests will be answered within the statutory guidelines of the Mississippi Open Records Act and Administrative Procedures of the Office 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. _____	_____
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.

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

### III. ACKNOWLEDGEMENT OF COST

I understand a fee may be charged to cover the direct costs of search, review, and reproduction, as prescribed in the Office of 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 searching, reviewing and reproducing the records may exceed initial estimates and I agree to pay additional costs if they exceed the original estimate. Should the request require extensive research or copies, the requester agrees to allow additional time for processing the requested documentation to be mutually agreed upon by the parties.

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

\_\_\_\_\_  
(DATE OF REQUEST)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(PRINT NAME)