

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.S. to the address below or emailed to the following: _____ @ _____
(Please type or print the email address clearly)

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):
(You must give a valid reason)

Signature _____ Date _____

If large quantities of copies are needed, there will be a .25 charge per page for copying. Research charges will be billed at \$25.00 per hour. If records are requested to be sent via email, an invoice for charges will be sent first. The documents cannot be emailed unless the required fees or charges are remitted. 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.

<u>Records Received In Person:</u>	
Signature _____	Date _____
<u>Records Mailed or Emailed Data:</u>	
Signature of Handler _____	Date Mailed or Emailed _____

For Office Use Only

Approved
Denied

Reason: _____

City Clerk _____ Date _____