



CITY OF NEW HOPE, ALABAMA

REQUEST FOR INFORMATION OR ACCESS TO PUBLIC RECORDS

DATE: _____

NAME: _____ SSN# or DL# _____

ADDRESS: _____

TELEPHONE: _____

I hereby request to () review () obtain a copy of the following public records or information:

REASON FOR REQUEST:

- () Individual seeking information for personal use and not for a commercial purpose
- () Affiliated with private commercial entity seeking information for use in entity's business
- () Representative of public interest organization seeking information as part of news gathering function and not for a commercial purpose
- () Affiliated with education or non-commercial scientific institution seeking information for scholarly or scientific purpose and not for a commercial purpose
- () News media representative from _____
- () Other _____

Signature of Applicant

- () Request approved
- () Request denied - Reason: _____

Information to be () picked up () mailed (additional cost may be assessed)

If research is required, there will be an additional charge. If a certification is required there is a charge of \$5.

Estimated cost:
_____ copies @ \$.25 per page; _____ research hours @ \$10 per hour; _____ certification @ \$5

Total amount: \$ _____ **Receipt #** _____ **Date:** _____

Request completed on _____ by _____

Final cost:
_____ copies @ \$.25 per page; _____ research hours @ \$10 per hour; _____ certification @ \$5

Total amount: \$ _____ **Receipt #** _____ **Date:** _____