



# PUBLIC RECORDS REQUEST INSTRUCTIONS FOR DISTRICT ATTORNEY OFFICES

515 South Perry Street  
Montgomery, AL 36104

Telephone: (334) 242-4191  
[www.ops.alabama.gov](http://www.ops.alabama.gov)

In an effort to more efficiently process public records requests, the District Attorney Offices has established the following procedure for requesting public records.

1. Please complete and sign the attached form.
2. You may attach additional pages if necessary.
3. Please mail your request to:

Office of Prosecution Services  
515 South Perry Street  
Montgomery, Alabama 36104

4. **PLEASE SPECIFY THE COUNTY, JUDICIAL CIRCUIT AND DISTRICT ATTORNEY'S NAME ON THE FORM.**

5. TIPS:

- a. Generally, only Alabama citizens are entitled to open records.
- b. Please avoid terms like "related to" or "pertaining to". These terms are vague and difficult to precisely interpret.
- c. If seeking emails between parties, please provide keywords or specific email addresses. If the exact email address is unknown, please provide the domain as a search term.
- d. Please write legibly or type your request.
- e. Remember to sign your request.

Once your request is received, you will receive a confirmation letter along with additional instructions regarding payment, if required, or any deficiencies in your request.

Should you have any questions or need additional information, please contact the the Alabama Office of Prosecution Services at (334) 242-4191.



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District Attorney Name: \_\_\_\_\_

Judicial Circuit: \_\_\_\_\_

County: \_\_\_\_\_

Name and Title of Person Requesting Records: \_\_\_\_\_

Contact Information for Person Requesting Records:

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Physical Address of Business/Organization/Person: \_\_\_\_\_

Purpose for Which Information is Requested: \_\_\_\_\_

Search Terms: \_\_\_\_\_

Date Range: \_\_\_\_\_

Specific Documents: \_\_\_\_\_

**Signature and Title of Individual Requesting Records:**

\_\_\_\_\_

Date: \_\_\_\_\_