

MECHS Open Records Request Form

In order to request open records, please complete this form and submit it to MECHS via U.S. Mail, email, online submission, or in person. A MECHS employee will contact you in regards to your request within 3 business days per Georgia State Law. Please retain a copy for your files. Please provide as much information as possible so that we can be sure to locate the specific records you are requesting.

* Required

1. **Date Requested:** *

Example: December 15, 2012

2. **First and Last Name of Requestor:** *

3. **Company/Organization:** *

4. **Mailing Address:** *

5. **City/State/Zip Code** *

6. **Phone Number:** *

7. **Requestor's Email Address** *

8. **Records Requested (Give specific details):** *



