

STANDARD REQUEST FORM

The Alabama School of Cyber Technology and Engineering complies with the Alabama Open Records Act. To make a request for records, please complete the following:

Your name: _____

Your mailing address: [STREET] _____

[CITY STATE ZIP] _____

[PHONE NUMBER] _____

The date you are making this request: _____

Proof of Alabama residency: (Please attach documents, such as an Alabama driver's license or voter registration.)

A list or description of the documents requested: (Be as specific as possible. A public officer is not obligated to respond to a request that is vague, ambiguous, overly broad, or unreasonable in scope, nor is a public officer obligated to respond to a request that seeks records that do not exist or materials that are not public records. Additionally, extensive requests for public records may increase the fees to cover the administrative cost of searching and copying the requested records.)

The following question is not intended to dissuade people from seeking records but is an appropriate requirement under *Blankenship v. The City of Hoover*, 590 So.2d 245 (Ala. 1991). Please state the reasons why you desire to review or obtain a copy of these record(s): _____

By signing this request, I certify that I am an Alabama resident with standing to make a request for public records pursuant to Alabama law. I certify the information I have provided is true and correct.

Requestor

Please note that the Alabama School of Cyber Technology and Engineering (ASCTE) may limit the number of persons reviewing records at any one time if required by the physical facilities where the records are produced or viewed. ASCTE also reserves the right to limit the records reviewed to one at a time so as to unduly interfere with the normal operation of ASCTE. Requests for copying and inspection of records may only be during normal business hours of ASCTE. ASCTE may charge its reasonable costs, including copying costs. Costs include a search fee of \$20.00 per hour, one-hour minimum, and \$0.50 per page copied.

Date received (To be completed by the Alabama School of Cyber Technology and Engineering): _____