

**BALDWIN COUNTY SHERIFF'S OFFICE
PUBLIC RECORDS REQUEST**

The Baldwin County Sheriff's Office will accept written requests for information from the public. The requested information shall be made available to the requestor within ten (10) business days; however, it is noted that some requests may require substantial time to collect and therefore could take additional time. In such cases when staff anticipates the collection of documents will exceed ten (10) business days, the requestor will be informed of a date and time when the documentation will be available for review. In order to provide said public records and continue to maintain proper office operation, a time will be arranged for the citizen to come to the Baldwin County Sheriff's Office where the requested records are located to inspect and view the files, provided that requested records are not covered by known Right to Privacy Limitations or other sensitive document restrictions. The citizen has the right to request assistance in locating said records and to have copies made of the same.

To request public records from the Baldwin County Sheriff's Office, please fill out the Public Records Access Request Form below and submit the form to the Finance Division of the Baldwin County Sheriff's Office.

Public Records Access Request Form

By Email:

cdudgeon@baldwincountyal.gov

By Mail:

Baldwin County Sheriff's Office
ATTN: Public Records Request/Finance Division
310 Hand Avenue
Bay Minette, Alabama 36507

Telephone: 251.580.2508

Facsimile: 251.580.2561

****Please note:** Any records related to matters of the Baldwin County Commission and other departments or agencies throughout the county, must be obtained through their office/website directly**

Baldwin County Sheriff's Office, Alabama
PUBLIC RECORDS ACCESS REQUEST

Availability Statement: The Baldwin County Sheriff's Office (Sheriff's Office) acknowledges the public records access as provided by Code of Alabama (36-12-40); and further defined under Code of Alabama (41-13-1); however, in order to provide said public records and continue to maintain proper office operation, the Sheriff's Office stipulates that requests for all public records shall be made in writing and upon receipt of the written request, the Sheriff's Office further stipulates the requested documents will be made available to the requester within ten (10) working days of the request, provided that requested records are not covered by known Right to Privacy Limitations or other sensitive document restrictions.

I, _____, request access to the below described public records. I further acknowledge that I have the right to request assistance in the locating of said records, and to have copies made of the same; and that any time spent by Sheriff's Office personnel for records location research shall be charged at the hourly pay rate of the employee conducting the research. I understand that a deposit will be required if more than one (1) hour of staff time will be needed to respond my request. The established cost for copies of records has been set at .25 cents per page for standard copies up to 11 x 17 in size. Certification of documents has been set at \$1.00 per certification. I fully acknowledge and guarantee payment for these services to the Baldwin County Sheriff's Office.

Print name: _____

Signature: _____ Date: _____

Mailing address: _____

City, State, Zip Code: _____

Contact number: _____ Email: _____

Records requested: _____

FOR OFFICE USE ONLY

Date Request Received (Staff Date/Initial): _____

Employee(s)/Department(s) Responding to Request: _____

Additional Information/Notes: _____