

**STATE OF ALABAMA**  
**DEPARTMENT OF CONSERVATION and NATURAL RESOURCES**  
**Alabama Open Records Request**  
**§ 36-12-40, Code of Alabama, 1975**

Please use the attached form to submit your Alabama Open Records (AOR) Request to the Alabama Department of Conservation and Natural Resources (DCNR). Requests may be submitted to the following address, fax number or email:

**Mail to:**

Alabama Department of Conservation and Natural Resources  
Legal Section  
64 North Union Street, Suite 474  
Montgomery, AL 36130

**Fax to:**

(334) 242-3167

**Email:**

[Dcnr.recordsrequest@dcnr.alabama.gov](mailto:Dcnr.recordsrequest@dcnr.alabama.gov)

**FEE SCHEDULE**

Upon receiving a completed Open Records Request form, an estimated research cost will be provided. Payment of a deposit in the amount of the estimated cost is required. **No information or documents will be sent to the requester until the deposit is received.**

Research and retrieval fee (up to 2 hours):	\$20.00
Research and retrieval fee:	\$20.00 for each additional hour.
8 ½ x 11 pages (no per page fee will be charged for documents produced electronically)	\$0.50/page
8 ½ x 14 pages (no per page fee will be charged for documents produced electronically)	\$1.00/page
11 ½ x 14 pages (no per page fee will be charged for documents produced electronically)	\$1.50/page
Scanned pages added to a flash drive	\$10.00

**STATE OF ALABAMA**  
**DEPARTMENT OF CONSERVATION and NATURAL RESOURCES**  
**Alabama Open Records Request**  
**§ 36-12-40, Code of Alabama, 1975**

**OPEN RECORDS REQUEST**

Requester's Name: \_\_\_\_\_

Firm/Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

If the request is related to litigation or possible litigation, provide the following information and attached a copy of the complaint:

Case Style: \_\_\_\_\_ Case #: \_\_\_\_\_

All parties involved: \_\_\_\_\_

Counsel for all parties:

Plaintiff(s): Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Defendant(s): Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Please describe the purpose of your request: \_\_\_\_\_

Are you an Alabama resident and/or Alabama entity YES: \_\_\_\_\_ NO: \_\_\_\_\_

Please list the names of all DCNR employees you have spoken to regarding this request:

\_\_\_\_\_

Do you have any other active requests with DCNR? If so, please list the file numbers:

\_\_\_\_\_

Notify me if the cost is estimated to exceed \$100.00 YES: \_\_\_\_\_ NO: \_\_\_\_\_

Do you wish to do a file review ? YES: \_\_\_\_\_ NO: \_\_\_\_\_

(Please note a file review can only be accommodated during regular business hours.)

**STATE OF ALABAMA**  
**DEPARTMENT OF CONSERVATION and NATURAL RESOURCES**  
**Alabama Open Records Request**  
**§ 36-12-40, Code of Alabama, 1975**

Please describe your request. If additional space is needed, please attach additional sheets to this form. **Include as much information as possible (subject, date or timeframe, all individuals involved, project number, location, city/county, reason DCNR is believed to have records on the subject, etc.).**

---

---

---

---