



STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH

RSA UNION BUILDING  
100 NORTH UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, AL 36130-1410  
WWW.MH.ALABAMA.GOV



Kay Ivey  
Governor

Kimberly G. Boswell  
Commissioner

**PUBLIC RECORDS REQUEST FORM**

**ADMH recognizes and supports the public’s right to inspect/request copies of public records in accordance with State law. Many public records and resources are available on the ADMH website: [www.mh.alabama.gov](http://www.mh.alabama.gov). Please view the website prior to submitting a request for records as your request may be satisfied by the information contained therein.**

Complete and submit this form to make a public records request. All fields must be completed with accurate information for your request to be processed. Payment of fees may be required before your request is fulfilled.

Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Agency you are requesting public records from: \_\_\_\_\_  
Date of request: \_\_\_\_\_

I am willing to pay up to \$\_\_\_\_\_ in processing fees without prior notice by the agency.

Records requested (must be as specific as possible, requests that are overly broad may qualify as time-intensive requests and will take longer to respond to):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

See the attached Instructions for Requesting Inspection or Copy of Public Records for further information on costs and other conditions.

I have read the **INSTRUCTIONS FOR REQUESTING INSPECTION OR COPY OF PUBLIC RECORDS** and agree to the terms and conditions stated therein.

\_\_\_\_\_  
Signature of Requesting Party

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date





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**STATE OF ALABAMA DEPARTMENT OF MENTAL HEALTH  
INSTRUCTIONS FOR REQUESTING INSPECTION OR COPY OF PUBLIC RECORDS**

Alabama law makes public records available for inspection and/or copy by its citizens, subject to exceptions specified by law ([§36-12-40](#) and 41, *Code of Alabama 1975*, as amended, and [Executive Order 734](#)). These exceptions generally direct that certain information is privileged or confidential and shall not be disclosed. In the interest of efficiency and conservative economy of taxpayer funds, the following procedure has been established to provide an orderly method for requesting inspection and/or copy of public records that are within the jurisdiction of ADMH.

**READ THESE INSTRUCTIONS BEFORE PROCEEDING WITH YOUR REQUEST.**

1. Complete the "PUBLIC RECORDS REQUEST FORM" and submit it to ADMH as follows:  
Alabama Department of Mental Health  
ATTN: Office of Public Information– Records Request  
Suite 554  
Montgomery, Alabama 36130-1410  
The completed Public Records Request Form may be emailed to [publicrecords.dmh@mh.alabama.gov](mailto:publicrecords.dmh@mh.alabama.gov), faxed to 334-242-0684 or mailed to the post office box listed above or hand-delivered to ADMH central office at 100 North Union Street, Office of Public Information, Montgomery, Alabama 36130. Requests by telephone will not be accepted.
2. ADMH will provide an acknowledgement of receipt of the request within two days, to include any deficiencies, such as, but not limited to: (a) a vague, non-specific request; (b) an improperly completed form; and (c) records not maintained by ADMH. When records are located and assessed for costs, an estimated production cost may be provided to the requesting party. Upon receipt of advance payment for the estimated production cost, ADMH will begin production. No records will be made available to the Requesting party until ADMH receives advance payment in full of the total costs set forth on the final invoice.
3. The following are the detailed costs involved in processing Public Records Requests:  
The agency may charge the requester up to \$20.00 per hour, including a standard, minimum fee of \$20.00, for time spent locating, retrieving, and preparing records for production. A quote will be sent to the requestor for approval before work commences. There will be a charge for printed records copying at \$.50 per on standard 8.5x11 paper, plus cost of postage if the records are to be mailed. Final postage shall be calculated at the current rate. Payments shall be made by certified check or money order only, made payable to Alabama Department of Mental Health.



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4. Notwithstanding the foregoing, the agency may charge any actual costs incurred while processing or responding to a public records request—for example, for a flash drive or other hardware necessary for electronically producing records, for special paper sizes, and for costs associated with searching electronic databases—if the requester is informed of the cost in advance of being charged.
5. Records requested may be available for viewing only, depending on the age of records or method in which the records are stored.
6. If requested records are available for viewing: When notified that the records are available, the ADMH Office of Public Information will coordinate an appointment for the requesting party to view the records at the location where the records are maintained. Appointments will be scheduled during State of Alabama business hours only. Upon viewing, documents may be identified for copying. Production costs will apply.
7. ADMH asserts that some records held in by ADMH in the normal and ordinary course of business may contain certain information, whereby confidentiality is mandated by federal law, to wit: Protected Health Information (PHI) and/or Health Insurance Portability and Accountability Act of 1996 (HIPAA). Federal law prohibits disclosure or dissemination of protected information without the specific written consent of the person to whom it pertains, or as otherwise permitted by law. A general authorization for the release of medical or other information is not sufficient for this purpose (Federal Regulation 42 CFR, Part 2).
8. ADMH reserves the right to redact or refuse documents or records containing confidential information or information whereby dissemination violates Federal and/or State law, legally privileged information, or other information which is deemed protected by legal authority. The agency may not charge for legal review or redaction necessary to withhold legally protected information.
9. Requests for medical records from ADMH State hospitals shall be made by completing the Combined Records Request form with additional instructions.

Any request to inspect records must be made within normal business hours (8:00 a.m.-5:00 p.m.), emailed, faxed, or mailed. If information relation to your request is not retained by the ADMH, your request must be made to the appropriate agency and their fees will apply. For more information, please contact the Office of Public Information at 334-242-3417 or [publicinformation.dmh@mh.alabama.gov](mailto:publicinformation.dmh@mh.alabama.gov).