

**ALABAMA ELECTRONIC SECURITY
BOARD OF LICENSURE**

7956 VAUGHN ROAD, PMB 392
MONTGOMERY, AL 36116

PHONE # 334-264-9388~~~FAX # 334-264-9332

E-MAIL~aesbl@aol.com~~WEB-SITE~www.aesbl.alabama.gov



**ALABAMA ELECTRONIC SECURITY BOARD OF LICENSURE (AESBL)
RECORDS REQUEST FORM**

Availability Statement: *The Alabama Electronic Security Board of Licensure (AESBL) 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 AESBL stipulates that requests for all public records shall be made in writing and upon receipt of the written request, the AESBL further stipulates that the requested documents will be made available to the requester within twenty (20) working days of the request and payment of required fees; provided, however, that the requested records are not covered by known Right to Privacy Limitations or other sensitive document restrictions. Under no circumstance, however, shall information related to, or contained in criminal background checks, be released pursuant to a public records information request or subpoena due to privacy concerns, identity theft concerns, and requirements imposed by the Alabama Law Enforcement Agency (ALEA) and the Federal Bureau of Investigation (FBI).*

I, _____, hereby request a copy of the below described records. I understand that an initial research fee of **\$10.00 per hour** shall be incurred as the result of any Public Records request.

I, _____, understand that any document requested that requires consultation with or review by legal counsel before it is released, will require payment of an **additional \$25.00 per hour**.

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I, _____, understand that the established cost for copies of the records themselves shall be set at **\$1.00 per page** for 8X11 sized documents. Documents larger than 8X11 or required to be copied in color, shall be copied at a charge of **\$2.00 per page**. The fee to certify documents has been set at **\$20.00 per set** of documents certified.

****The minimum cost for the AESBL to respond to a public records' request shall be \$10.00.****

I, _____, understand that all documents issued in response to a subpoena, issued by a court of competent jurisdiction, shall be at a cost of **\$50.00 per hour** for research, review, and necessary redaction; an additional fee of **\$1.00 per page** shall be charged for any copies made and produced by the AESBL. Documents larger than 8X11 or required to be copied in color, shall be copied at a charge of **\$2.00 per page**. Said documents shall include a certificate of authenticity.

****The minimal cost to respond to a subpoena request is \$50.00.****

I fully acknowledge and understand the terms of providing the requested public documents/subpoenaed records and hereby agree to be invoiced in full for any costs and fees incurred in response to the request. A failure by the requestor to pay the invoiced fee shall result in a small claims action being filed against the requestor and the requestor shall be liable for all attorney's fees, pre-judgment interest, and court costs. The requestor hereby waives all exemptions, including homestead and personal property exemptions, that may be claimed to preclude execution of a judgment for collection of any debt owed related to the production of said records.

Print name: _____

Signature: _____ Date: _____

Mailing address: _____

City, State, Zip Code: _____

Contact number: _____ Email: _____

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Description of Records requested: (or attach subpoena)

Reason records requested¹: _____

Is there a request that the records be certified? _____

<p>For Staff Only (doc. 2250634, v. 11/29/2016):</p> <p>Date request received (on public records form): _____ or Date Subpoena received: _____</p> <p>Invoiced Amount: _____</p> <p>Payment Amount Received: _____</p> <p>Date Payment Received: _____</p> <p>Date records mailed: _____</p> <p>Date request rejected and reason request rejected: _____</p> <p>_____</p>

¹ A governmental body may request the reason for a public records' request to determine if the request is for a legitimate or proper purpose. See Person v. Ala. Dep't of Forensic Sciences, 721 So. 2d 203 (Ala. Civ. App. 1998) *rehearing denied*.