



### Request for Public Records

To request information pursuant to the Mississippi Public Records Act (Miss. Code Ann. § 25-61-1), please fill out the form below and submit it to the Office of the Mississippi Secretary of State, 401 Mississippi Street; Jackson, MS 39201. Requests may be mailed, hand delivered, transmitted via facsimile to (601) 359-1499, or emailed to [publicrecords@sos.ms.gov](mailto:publicrecords@sos.ms.gov). All requests will be answered within the statutory guidelines of the Mississippi Public Records Act and Administrative Procedures of the Office of the Mississippi Secretary of State.

#### I. INFORMATION ON INDIVIDUAL MAKING THE REQUEST

1. \_\_\_\_\_  
(NAME/NAME OF ORGANIZATION)

2. \_\_\_\_\_  
(PERSONAL/BUSINESS ADDRESS)

3. \_\_\_\_\_  
(CITY) (STATE) (ZIP)

4. \_\_\_\_\_  
(PERSONAL/BUSINESS TELEPHONE NUMBER)

5. \_\_\_\_\_  
(PERSONAL/BUSINESS EMAIL ADDRESS)

6. Are you a member of the media? \_\_\_\_\_ Yes \_\_\_\_\_ No

#### II. DESCRIPTION OF REQUEST

Please describe the public record you wish disclosed, in detail. If clarification of the request is needed, the requestor will be contacted at the contact information listed above. If necessary, attach an additional page(s) for description.

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

I WOULD LIKE TO REQUEST A STATEWIDE VOTER FILE.

(Unless specifically requested in the description above, a statewide voter file will only include active and inactive voters.)

#### III. ACKNOWLEDGEMENT OF COST

I understand a fee may be charged to cover the direct costs of search, review, and reproduction, as prescribed in the Office of the Mississippi Secretary of State's fee schedule. I understand such costs must be paid prior to the production of the public record. I understand the costs for searching, reviewing, and reproducing the records may exceed initial estimates and I agree to pay additional costs if they exceed the original estimate. Should the request require extensive research or copies, the requestor agrees to allow additional time for processing the requested documentation to be mutually agreed upon by the parties. IMPORTANT: THEFT OR ALTERATION OF STATE RECORDS IS A CRIME PUNISHABLE BY LAW, MISS. CODE ANN. § 25-59-23 (1972).

\_\_\_\_\_  
(DATE OF REQUEST)

\_\_\_\_\_  
(SIGNATURE)