

**ALABAMA DEPARTMENT OF TRANSPORTATION**  
**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 Transportation (ALDOT). Requests may be submitted to the following addresses or fax number:

**Mail to:**

Alabama Department of Transportation  
 Legal Bureau  
 1409 Coliseum Boulevard  
 Montgomery, Alabama 36110

**E-mail:**

public.records@dot.state.al.us

**Fax to:**

(334) 264-4359

**FEE SCHEDULE**

The requester agrees to pay all applicable fees to process the request. **No information or documents will be sent to the requester until payment is made in full.**

**Document retrieval and preparation fees will be charged even if an inspection is requested of the disclosable public documents rather than actual copies. The Department of Transportation posts many public documents on its website. This website can be accessed and searched by you. However, if the Department researches the request, document retrieval and preparation fees will be charged even when the substantive response refers you to documents posted on the Department's website.**

Retrieval and Preparation Fee This fee will be charged and must be paid prior to the Department providing a substantive response, and is in addition to any costs for production of any responsive records as noted in this fee schedule	\$20.00
Administrative Cost for File Inspection	\$20.00 per hour
8 ½ x 11 pages (over 10) – hard copy	\$0.50/page
8 ½ x 14 pages (over 10) – hard copy	\$0.75/page
11 ½ x 14 pages (over 10) – hard copy	\$1.00/page
Any size page scanned from hard copy to electronic file type and shared electronically	\$0.50/page
- Additional cost for pages scanned to a flash drive	\$10.00
Plans, Drawings, & other large documents exceeding 11 ½ x 14 produced in actual size	\$10.00 per page

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**Alabama Open Records (AOR) Request Form**  
**§ 36-12-40, Code of Alabama (1975)**

**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.**

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

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

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

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Request: \_\_\_\_\_

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

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

Counsel for all parties:

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

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

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

\_\_\_\_\_

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

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

**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, county/city, highway route, reason the Department is believed to have records on the subject, etc. ALDOT is not obligated to respond to a request that is vague, ambiguous, overly broad, or unreasonable in scope, does not exist, or materials that are not public records. Requests that are very broad may qualify as time-intensive requests and will take longer to respond to and may increase the fees to cover administrative cost of searching and copying the requested records.)**

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