

**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	\$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
Scanned pages to a disc	\$5.00
Scanned pages to a flash drive	\$10.00
Plans, Drawings, & other large documents exceeding 11 ½ x 14	Actual Cost

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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. Requests that are very broad may qualify as time-intensive requests and will take longer to respond to.)**
