



ALABAMA CHILDREN'S SERVICES FACILITATION TEAM  
MULTIPLE NEEDS CHILD OFFICE

RSA TOWER - SUITE 1610  
201 MONROE STREET  
MONTGOMERY, ALABAMA 36130  
TELEPHONE (334) 206-6238 FAX (334) 240-3044  
Website: www.mnc.state.al.us E-mail: mncoffice@mnc.state.al.us

**Public Records Request Form**

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.

**Scope of request form**

This form is for requesting public records from the Multiple Needs Child Office. If you are looking for public records from another governmental entity within the State of Alabama, you may wish to visit an online directory of [Alabama state agencies](#), [Alabama municipalities](#), or [Alabama counties](#) to find the entity best suited to assist you.

I believe the records I am seeking are in the possession of the Multiple Needs Child Office rather than some other governmental entity within the State of Alabama.

**Requestor's contact information**

Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

**Payment of fees**

Payment of fees may be required before your request is fulfilled. I am willing to pay up to \$\_\_\_\_\_ in processing fees without prior notice by the agency.

**Specific records requested**

Be as specific as possible. Requests that are overly broad may qualify as time-intensive requests and will take longer to process.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date