



ALABAMA STATE BOARD OF MEDICAL EXAMINERS

William M. Perkins, Executive Director

Post Office Box 946
Montgomery, Alabama 36101-0946

Phone (334) 242-4116

INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS

Alabama law permits Alabama citizens to request and access the public documents of a state agency. Those persons requesting public documents must complete this form.

The following documents are not public and may not be produced under Alabama law:

- All reports of investigations
- Documents subpoenaed by the Board
- Reports of any investigative committee appointed by the Board
- Memoranda of the Board's counsel relating to investigations
- Statements of persons interviewed by the Board or any committee of the Board
- All information, interviews, reports, statements, or memoranda of any kind furnished to the Board or any committee of the Board
- Any findings, conclusions, or recommendations resulting from proceedings of the Board or any committee of the Board, unless presented as evidence at a public hearing

PLEASE READ THESE INSTRUCTIONS BEFORE PROCEEDING WITH YOUR REQUEST

- The type of record being requested will determine its availability, the time necessary to gather the records, and any cost associated with providing the records. A reasonable fee may be assessed for the cost of retrieving, preparing, and/or copying the records.
- Complete the attached Request for Public Records form and submit it to the Alabama Board of Medical Examiners via [email](#).
- After a request form is received, the Board will determine if the requested information is a Board record(s) subject to disclosure. If the request includes Medical Licensure Commission records, the Board will forward the request to the Commission for response.
- Most records will be sent by email. If voluminous, the records may be made available for in-person viewing/copying during regular business hours.
- Records will usually be provided within 10 business days after receipt of the request. Numerous factors may necessitate that this time frame be extended.

Notice to News Media

News media representatives on deadline should contact the Office of the General Counsel at (334) 242-4116 for assistance. The Board will attempt to accommodate these deadlines.



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REQUEST FOR PUBLIC RECORDS
(Review attached Instructions for Requesting Public Records Before Submitting)

Name of Requester:

Organization:

Mailing Address:

Telephone #

Cellular #

E-mail address:

Name of Licensee/Subject of Request:

License Number (if applicable):

Description of Record Being Requested:

Proposed Use of Documents:

Request is for Certified Copies (will be sent via US Mail): Yes No

I have read the Instructions for Requesting Public Records and agree to the terms and conditions stated in that document. I certify that I am a citizen of the state of Alabama. I understand and agree that by typing my name, I am providing an electronic signature that has the same legal effect as a written signature pursuant to Ala. Code §§ 8-1A-2 and 8-1A-7.

Signature

Date

Print Name (non-electronic form only)

Save and [Email this Request to the Board](#)