

**Mississippi Department of Finance and Administration
Office of Public Information**

REQUEST FOR PUBLIC RECORDS

(Please note that requests for records of other state or local agencies must be directed to those agencies.)

Person Requesting: _____

Representing: _____

Street/Mailing Address: _____

Telephone: _____ Date of Request: _____

Documents requested: (Please be as clear and concise as possible.): _____

Review Requested: _____ Personally Inspect: _____ Copy of Material: _____

Electronic Copy of Material (if available): _____ Email address: _____

Further Instructions: _____

Requestor's Signature: _____

Please submit this request to one of the following:

By U.S. Mail:

Public Information Officer
Mississippi Department of Finance and Administration
Suite 1301
501 N. West Street
Jackson, MS 39205

By Email:

info@dfa.ms.gov

Note: *Actual costs of gathering, reviewing, and reproducing materials will be the responsibility of the requestor. Pursuant to Section 25-61-7 of the Mississippi Code, these costs must be paid in advance. Payment may be made by certified check, money order, or corporate check payable to the Mississippi Department of Finance and Administration.*