



For MSBOC Official Use Only
Date Request Received Stamped Here:

REQUEST FOR PUBLIC RECORDS

Name of Person Making Request	NAME		
Organization of Person Requesting Records, if applicable			
Contact information for person making request	ADDRESS, CITY, STATE, ZIP	TELEPHONE	EMAIL
<p>In many instances, MSBOC may need to contact a requestor to clarify a request. Please provide your preferred method of contact, understanding that contact by mail not be as timely as a phone number or email contact and may delay your public records request. Please circle your preferred method of contact:</p> <p style="text-align: center;"> <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Email </p>			
Documents requested: Please be as clear and concise as possible			
<p>Detailed and descriptive requests generally are more cost effective to the requestor and prevent the production of unwanted or unnecessary information and the subsequent charging for said unwanted and/or unnecessary information.</p>			
Please check your preferred method of production: <input type="checkbox"/> Inspection <input type="checkbox"/> Paper Copies <input type="checkbox"/> Electronic Copies	Preferred method of delivery if not inspecting: <input type="checkbox"/> Pick up at MSBOC office <input type="checkbox"/> Mail <input type="checkbox"/> Email (available only if the electronic file is small enough to be emailed)		
Requestor's Signature:	Date:		
<p>Signing above means you understand the MSBOC Public Records Request Policy and agree to pay any costs related to your request.</p> <p>Note: Actual costs of gathering, reviewing, and reproducing materials will be the responsibility of the requestor. Pursuant to Section 25-61-7 Miss. Code Ann. 1972, these costs must be paid in advance. Payment may be made by check, money order, or cashier's check payable to MSBOC.</p>			

Submit this request to:

Mississippi State Board of Contractors
Attention: Public Information Officer
Post Office Box 320279
Jackson, Mississippi 39232-0279
info@msboc.us