



# Geneva City Board of Education 511 Panther Drive Geneva, AL 36340

Superintendent Jami W. Seay

## Public Records Request Form

Complete and submit this form to make a public-records request to the Geneva City Board of Education. All fields must be completed with accurate information for your request to be processed.

**Administrative Fees:** Payment of estimated administrative fees will be required before your request is fulfilled and, in the case of a time-intensive request, i.e., a request that is estimated to require more than eight hours of staff time to process, prior to the initiation of a search for records responsive to the request. You will be notified of any estimated administrative fees and the procedures for payment once your request for public records has been evaluated.

**Certification and Proof of Residency:** By signing below and submitting this request, you certify that you are an Alabama resident with standing to make a request to inspect public records pursuant to Alabama law. For purposes of this request, a resident is an individual who is permanently domiciled in Alabama with an expectation to remain in Alabama as demonstrated by reasonable proof of residency such, but not limited to a valid Alabama driver license or voter registration. Proof of residency is required in conjunction with the submission of your request for public records.

**Submission of Request:** All requests to inspect public records in the custody and control of the Geneva City Board of Education must be submitted, using this form, via email to [records@gck12.com](mailto:records@gck12.com). Due to threat of cyber attacks, only requests submitted in this manner will be acknowledged. Requests or inquiries submitted in any other manner will not be acknowledged or evaluated.

Are you an Alabama Resident?  Yes  No

Do you have an Alabama Drivers License?  Yes  No

Alabama Driver License Number: \_\_\_\_\_

Alabama Driver License Issued Date: \_\_\_\_\_

Do you have other State of Alabama issued ID?  Yes  No

If yes, what type? \_\_\_\_\_

Current Street Address (Do not use a P.O. Box)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (phone)

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

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Date range of records requested: \_\_\_\_\_ to \_\_\_\_\_. This information is required.

By signing below, I hereby agree to the terms and conditions applicable to obtaining public records, including the requirement for advance payment. I further certify that I am an Alabama resident and that all information provided by me on this form is accurate, true and correct.

\_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_