



## Request for Public Records

The public records policy of the Mississippi Commission for Volunteer Service (MCVS) has been adopted in accordance with the Mississippi Public Records Act of 1983, Section 25-611, et seq, Miss. Code Ann. (1972).

Public records requests for MCVS may be submitted in writing and delivered to MCVS via mail, email, or in person. These requests should be sent to the attention of the Executive Director at the address noted below or electronically to [volunteermisissippi@ihl.state.ms.us](mailto:volunteermisissippi@ihl.state.ms.us).

### I. INFORMATION ON INDIVIDUAL MAKING THE REQUEST

1. _____ (FULL NAME)	_____ (ORGANIZATION)
2. _____ (PERSONAL ADDRESS)	_____ (BUSINESS ADDRESS)
3. _____ (CITY)	_____ (CITY)
4. _____ (STATE)                      (ZIP CODE)	_____ (STATE)                      (ZIP CODE)
5. _____ (TELEPHONE—PERSONAL)	_____ (TELEPHONE—BUSINESS)
6. _____	_____
7. Are you a member of the press? _____ Yes                      _____ No	

### DESCRIPTION OF PUBLIC RECORD REQUESTED

*Please describe the public record you wish disclosed, in detail. If known, please include, the date of the record, subject matter, division, etc. If clarification of the request is needed, the requestor will be contacted at the contact information listed above. If necessary, attach an additional page(s) for description.*

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### ACKNOWLEDGEMENT OF COST

*I understand a fee may be charged to cover the direct costs of search, review, and reproduction, as prescribed in the Office of the Mississippi Secretary of State's fee schedule. I understand such costs must be paid prior to the production of the public record. I understand the costs for searching, reviewing and reproducing the records may exceed initial estimates and I agree to pay additional costs if they exceed the original estimate. Should the request require extensive research or copies, the requester agrees to allow additional time for processing the requested documentation to be mutually agreed upon by the parties.*

IMPORTANT: THEFT OR ALTERATION OF STATE RECORDS IS A CRIME PUNISHABLE BY LAW, MISS. CODE ANN. § 25-59-23 (1972).

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name