



State of Rhode Island
 Department of State | Office of the Secretary of State
 Nellie M. Gorbea, *Secretary of State*

Public Records Request Form

(Access to Public Records Act §38-2)

Date: _____

Subject (e.g.: Business Services, Elections, Lobbying, Records Retention): _____

Name (optional): _____

Address (optional): _____

Telephone (optional): _____ Email Address (optional): _____

Requested Records: (Attach additional sheets, if necessary)

Please return this form **by email to:**

opengov@sos.ri.gov

or by mail to:

Rhode Island Department of State
 Attn: APRA
 Office of Public Information
 Rhode Island State House, Room 38
 Providence, RI, 02903

OFFICE USE ONLY

Request accepted by: _____ Date: _____ Time: _____

Records/correspondence to be available: Date: _____ Mail: _____ Email: _____ Pick up: _____

Costs: _____ Copies: _____ Search and retrieval: _____

Records Provided: _____

Rhode Island Department of State

Office of the Secretary of State – Access to Public Records Request Receipt

If you desire to pick up the records, they will be ready on _____ at the front desk of the office that you filed your request, subject to the Department exercising its right to extend said time under Rhode Island law.

If, after review of your request, the RI Department of State determines that the requested records are exempt from disclosure for a reason set forth in Rhode Island General Law Sections 38-2-2(4)(i)(A) through (Y), the Office reserves its right to claim such exemption.

Note: if you chose to pick up the records but did not include identifying information on this form (name, etc.) please inform the receptionist at the front desk of the date you made the request and the records requested.

Thank you.