



FORREST COUNTY SHERIFF'S OFFICE

Public Records Request Form

In accordance with Mississippi Code Ann. § 25-61-1 et seq.

INSTRUCTIONS TO REQUESTOR:

Please complete all sections. Be specific regarding the documents or information requested. Include dates, names, case numbers, or other identifiers where applicable. Vague or overly broad requests may be returned for clarification.

Requestor Information

Full Name: _____ **Organization (if applicable):** _____

Address: _____ **Phone Number:** _____

Email: _____ **Preferred Contact Method:** ☐ Email / ☐ Phone

Records Requested (Please describe the records you are requesting with as much detail as possible. Attach a separate page if necessary.)

Preferred Format: ☐ Inspection Only ☐ Paper Copies ☐ Electronic (Email or USB/CD)

Delivery Method: ☐ Email ☐ Pick Up ☐ U.S. Mail (Postage fees apply)

Cost Summary

- **Copies of Reports to Involved Parties:** \$5.00 per report
- **Black & White Copies:** \$0.15 per page
- **Color Copies:** \$0.25 per page
- **USB/CD (Up to 1GB):** \$10.00 each
- **Email under 25MB:** No charge
- **Postage:** Current USPS rate
- **Search, Review, Redaction:** Hourly rate of lowest-paid qualified employee × actual time (first 15 minutes may be waived)

Note: You will receive a cost estimate before processing. No records will be released until payment is received.

Requestor Signature: _____ **Date:** _____

Please submit completed request forms to fcsorecords@co.forrest.ms.us