

**ALABAMA PLUMBERS AND GAS FITTERS EXAMINING BOARD  
216 AQUARIUS DR., SUITE 319  
HOMEWOOD, AL 35209  
PHONE: 205-945-4857  
FAX: 205-945-0273  
WWW.PGFB.ALABAMA.GOV**

**Records Request Form**

**NOTE:** Please print or type and provide all requested information.

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ County: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**I am requesting information on the following individual/company (if applicable):** \_\_\_\_\_

\_\_\_\_\_

**I am requesting the following information (be specific):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reason for records request:** \_\_\_\_\_

\_\_\_\_\_

**I would like this information provided to:** \_\_\_\_\_

**I would like this information provided by:**

\_\_\_\_\_ Mail: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

To be reviewed, records requests must be submitted along with our credit card authorization form, e-check authorization form, check, or money order for the non-refundable records request fee in the amount of fifteen dollars (\$15.00). Prior to records being released, an additional fee of \$0.25 per page shall be paid via any of the above-mentioned methods. Fees for records requests are outlined in Alabama Administrative Code r 720-x-4-.01. The Board's credit card authorization form and e-check authorization form can be found at [www.pgfb.alabama.gov](http://www.pgfb.alabama.gov) under "Forms".

By my signature below, I hereby request the above-referenced information and understand the associated fees.

**Signature:** \_\_\_\_\_