



## STONE COUNTY, MISSISSIPPI

231 Third St South  
Wiggins, MS 39577  
601-928-4415

### PUBLIC RECORDS REQUEST

**INSTRUCTIONS:** Complete the information below and submit to the appropriate office\*. Stone County will respond within 7 working days of receipt of this request. Cost for reproduction will be included.

DATE REQUESTED:	_____
REQUESTED BY:	_____
ORGANIZATION:	_____
PHONE:	_____
EMAIL ADDRESS:	_____

**Fees must be paid by personal check  
or money order, payable to** \_\_\_\_\_

#### RECORDS REQUESTED

DATE RANGE (If applicable): \_\_\_\_\_

DESCRIPTION OF RECORDS REQUESTED:


#### FOR INTERNAL COUNTY USE ONLY:

REQUEST RECEIVED DATE: \_\_\_\_\_

REQUEST RECEIVED BY: \_\_\_\_\_

#### SUMMARY OF COST

RATE \_\_\_\_\_ X HOURS \_\_\_\_\_ = \_\_\_\_\_

STORAGE RETRIEVAL COST = \_\_\_\_\_

HARDCOPY COST (\_\_\_\_ copies @ \_\_\_\_ \$) \_\_\_\_\_

**TOTAL COST OF REPRODUCTION:** \_\_\_\_\_

RESPONSE DATE: \_\_\_\_\_

RESPONSE PREPARED BY: \_\_\_\_\_

#### PLEASE SELECT FORMAT LISTED BELOW:

MAP (Y/N):	_____
ELECTRONIC (Y/N):	_____
HARDCOPY (Y/N):	_____
DELIVERY METHOD:	(E-mail address*, Personal Pick-up, Overnight Mail, First Class Mail)
	<i>Circle the requested delivery method above</i>

**IF UNABLE TO PRODUCE RECORDS - INDICATE CATEGORY  
BY CIRCLING BELOW:**

NONEXISTENT

PRIVATE DATA

COST PROHIBITIVE

OTHER (SEE ATTACHED EXPLANATION)

**SIGNATURE BELOW INDICATES APPROVAL TO PROCEED WITH REPRODUCTION OF RECORDS  
AND AGREEMENT TO PAY ASSOCIATED FEES:**

SIGNATURE & DATE:	_____
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\* To submit this form via email, print the form, enter the request details, scan the form and email it to [justice@stonecountymiss.gov](mailto:justice@stonecountymiss.gov)