



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF HUMAN SERVICES

Courtney E. Hawkins, Director
25 Howard Avenue, Cranston, Rhode Island 02920



**PUBLIC RECORDS REQUEST FORM UNDER
THE ACCESS TO PUBLIC RECORDS ACT**

Date _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

E-Mail Address (optional) _____

Requested Records: _____

OFFICE USE ONLY

Request taken by: _____ Request Assigned to: _____

Date: _____ Time: _____

Records to be available on: _____ Mail _____ Pick Up _____

Records provided: _____

Costs: _____ copies _____ search and retrieval

Forward this document to the Department of Human Services - ATTN: Linda Shumate or Justine Fitzpatrick

If, after review of your request, the Department determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the Department reserves its right to claim such exemption.

Note: If you choose to pick up the records, but did not include identifying information on this form (name, etc.), please contact Linda Shumate or Justine Fitzpatrick at DHS.Contact@dhs.ri.gov with the date you made the request and the records requested.

Thank you.