STATE OF RHODE ISLAND
DEPARTMENT OF HUMAN SERVICES
Yvette Mendez, Acting Director
25 Howard Avenue, Bldg. 57, 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: __________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

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

Email: DHS.Contact@dhs.ri.gov    Fax: 401-462-6594    Mail: 25 Howard Ave., Cranston, RI 02920

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 chose not to include identifying information on this form (name, e-mail, etc.), please contact Linda Shumate or Justine Fitzpatrick at DHS.Contact@dhs.ri.gov or (401) 462-2121 with the date you made the request, the records requested, and how you would like to receive the Department’s response. Please note a public body has ten (10) business days to respond to a public records request and may extend the time to respond by an additional twenty (20) business days for good cause. Thank you.

Revised on 03-08-2022