



STATE OF RHODE ISLAND  
 DEPARTMENT OF HUMAN SERVICES  
 Kimberly Merolla-Brito, Director  
 25 Howard Avenue, Bldg. 57, Cranston, Rhode Island 02920



## PUBLIC RECORDS REQUEST FORM UNDER THE ACCESS TO PUBLIC RECORDS ACT (APRA)

*\* Each state agency has its own APRA forms and procedures. This form is to be used for requesting documents of public assistance programs administered by the Department of Human Services ONLY*

Date \_\_\_\_\_

Name (optional) \_\_\_\_\_

Address (optional) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone (optional) \_\_\_\_\_

E-Mail Address (optional) \_\_\_\_\_

Requested Records: \_\_\_\_\_

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**Forward request to the Department of Human Services: ATTN: Linda Shumate/Justine Fitzpatrick**

**Email:** [DHS.Contact@dhs.ri.gov](mailto: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](mailto: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.