



Submitting an Access to Public Records Act (APRA) Request to RI DHS

The Rhode Island Department of Human Services (RI DHS) now offers an online portal through NextRequest to submit an Access to Public Records Act (APRA) request. This portal allows you to submit requests, track progress, and receive records electronically. The paper form remains available if you prefer not to use NextRequest. **Below, you will find instructions on submitting an APRA through NextRequest.**

1. Visit the RI DHS NextRequest Portal

- Access the portal online here:
[https://urldefense.com/v3/https://healthandhumanservicesdepts-ri.nextrequest.com/requests/new?dept_id=29480_!!KKphUJtCzQ!LwCTHn7c2Etv1lr36eV86kEiuuQpxj61TADLdT4CHARxxjYQ4rpDpU3X8r9INM_NAXVSePrF4DUbKHr65es5w\\$](https://urldefense.com/v3/https://healthandhumanservicesdepts-ri.nextrequest.com/requests/new?dept_id=29480_!!KKphUJtCzQ!LwCTHn7c2Etv1lr36eV86kEiuuQpxj61TADLdT4CHARxxjYQ4rpDpU3X8r9INM_NAXVSePrF4DUbKHr65es5w$)

2. Click “Make Request”

- Find and click the Make Request prompt on the screen, which will open a form where you can the details of your request.

3. Describe Your Request

- When you describe your request, please provide as much detail as possible about the records you are seeking, including but not limited to date ranges, subjects, specific programs or types of records.

4. Create a Public Account (optional)

- Submitting a request does not require you creating an account, but creating one allows you to monitor the status of your request, maintain a record of communication, receive updates promptly and securely, and more.

5. Submit Your Request

- Once you’ve filled in all the details on the online form, click “Submit” to formally submit your request. You will receive an email confirmation.