



**REQUEST FOR PUBLIC RECORDS OF THE
DEPARTMENT OF BANKING AND CONSUMER FINANCE**

(Please note that requests for records of other state or local agencies must be directed to those agencies.)

Date of Request: _____

Person Requesting: _____

Representing: _____

Street/Mailing Address: _____

City, State, Zip: _____

Telephone: _____ Email Address: _____

Documents requested (Please be as clear and concise as possible.): _____

Review Requested: _____ Personally Inspect _____ Copy of Material

Electronic Copy of Material (if available): _____

Further Instructions: _____

Requestor's Signature: _____

Please submit this request via U.S. Mail, postage prepaid, to the following **(an emailed or faxed request does not satisfy the written request requirements):**

Department of Banking and Consumer Finance
Attn: Allison Alford, Compliance Officer
Post Office Box 12129
Jackson, MS 39236-2129

Note: Actual costs of gathering, reviewing, and reproducing requested materials will be the responsibility of the requestor. Pursuant to Section 25-61-7 of the Mississippi Code, these costs must be paid in advance. If you do not receive a response from our office within seven business days of submitting your request, please contact our office to confirm that we have received your request.