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: Hannah Parker, 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.