



**Access to Public Records Request Form**  
 under the Access to Public Records Act

Date: \_\_\_\_\_

Subject (e.g.: Business Services, Elections, Lobbying, Records Retention): \_\_\_\_\_

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

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

Telephone (optional): \_\_\_\_\_ Email Address (optional): \_\_\_\_\_

Requested Records: (Attach additional sheets, if necessary)

Please return this form by email to:

[opengov@sos.ri.gov](mailto:opengov@sos.ri.gov)

**or by mail to:**

Rhode Island Department of State  
 Attn: APRA  
 Office of Public Information  
 Rhode Island State House, Room 38  
 Providence, RI, 02903

**OFFICE USE ONLY**

Request accepted by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Records/correspondence to be available: Date: \_\_\_\_\_ Mail: \_\_\_\_\_ Email: \_\_\_\_\_ Pick up: \_\_\_\_\_

Costs: \_\_\_\_\_ Copies: \_\_\_\_\_ Search and retrieval: \_\_\_\_\_

Records Provided: \_\_\_\_\_

**Rhode Island Department of State**

Office of the Secretary of State – Access to Public Records Request Receipt

If you desire to pick up the records, they will be ready on \_\_\_\_\_ at the front desk of the office that you filed your request, subject to the Department exercising its right to extend said time under Rhode Island law.

If, after review of your request, the RI Department of State determines that the requested records are exempt from disclosure for a reason set forth in Rhode Island General Law Sections 38-2-2(4)(i)(A) through (Y), the Office reserves its right to claim such exemption.

Note: if you chose to pick up the records but did not include identifying information on this form (name, etc.) please inform the receptionist at the front desk of the date you made the request and the records requested.

Thank you.