



City of Vestavia Hills Public Records Request Form

Pursuant to Alabama law, Executive Order No. 734 of Governor Kay Ivey and Ordinance Number 3179 adopted and approved by the City Council of the City of Vestavia Hills, a procedure was established in order to request public records of the City of Vestavia Hills.

For faster service, Public Records Requests should be submitted via the online portal, accessible from the homepage of the City's website at www.vhal.org by clicking the Online Services button. If you are unable to utilize the online portal, return this completed form to the office of the City Clerk via email (upatel@vhal.org) or mail/hand deliver to Vestavia Hills City Hall, Office of the City Clerk, 1032 Montgomery Highway, Vestavia Hills, AL 35216. Note that requests may require a fee and/or a deposit. Any costs associated with your request must be authorized by the applicant prior to processing of the request.

The following information is REQUIRED to process a request:

Request Date: _____

Requestors Name: _____

Company (if news media, provide publication name): _____

Telephone: _____ Email: _____

Street Address: _____

Mailing Address (if different from street address): _____

By checking this box, I agree to receive requested records via email. Note that the City cannot guarantee specific formats when providing electronic records due to the limitations of software platforms.

Records Requested:

Be as specific as possible, as broad requests are time intensive and may result in additional fees.