

**ALABAMA BOARD OF LICENSURE FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

PUBLIC RECORDS REQUEST

It is the policy of the Alabama Board of Licensure for Professional Engineers and Land Surveyors to promptly provide citizens with public records upon request subject to: (1) their payment of reasonable fees, (2) the applicable laws protecting sensitive information, and (3) the interest of the general public to have the business of government carried on efficiently and without undue interference.

The Code of Alabama Section 34-11-37(e) states: "Board records and papers of the following class are of a confidential nature and are not public records: examination material for examinations not yet given; file records of examination problems and solutions; exam scores; letters of inquiry and reference concerning applicants; transcripts of college courses and grades; **e-mail addresses; home addresses;** board inquiry forms concerning applicants; pending and closed complaints and investigative files where no formal disciplinary action is taken; and all other materials of like confidential nature."

Note: Our list of licensees is available for download on our website.

Directions: On our home page www.bels.alabama.gov click on the words "License Search" then click on the appropriate link and it will take you to the download page. You will then see the sentence:

"Click [here](#) to download a full roster of individual practitioners (current as of 1AM current day)."

You may submit a public records request by email to public.records@bels.alabama.gov.

What to expect

We strive to respond as promptly as possible to all public-records requests consistent with the demands of our agency's functions as determined by state law. The nature of your request will dictate how promptly we respond. If your request very clearly identifies a specific, discrete document you are looking for, we will respond more quickly than if your request requires substantial staff time to process. A request will require substantial staff time to process if it is difficult to identify, or to retrieve, or redaction of legally protected information is required.

In addition, we are permitted by state law to charge reasonable fees in connection with processing public-records requests. We will notify you in advance of the fees you likely will incur as a result of your request.

Standard Request (SR)

Records take less than eight hours of staff time to identify and retrieve.

1. We will acknowledge receipt of the request within 2 business days of receipt.
2. Within 15 business days after acknowledging receipt of the request, we will provide a response either fulfilling or denying the request.

Time-Intensive Request (TIR)

Records that will take more than 8 hours of staff time to identify and retrieve. Staff time will also include research time needed when the request is vague or overly broad.

1. We will acknowledge receipt of the request within 2 business days of receipt.
2. Within 15 business days after acknowledging receipt of the request, we will advise that the request is a Time-Intensive Request and provide an estimate of the likely fee to produce the records. At that point you can:
 - a. Withdraw the request
 - b. Alter the request to make it a standard request
 - c. Proceed with original request
3. If you elect to proceed with time-intensive request, we will fulfill or deny the request within **45 days** after notification.

Fees

1. 25 cents per page for standard paper copies produced.

Questions?

Please see chart on next page or email: rick.huett@bels.alabama.gov

EXECUTIVE ORDER NO. 734

ATTACHMENT A: SUMMARY OF RESPONSE TIMES

	What is it?	Is a request form required? Are fees required?	When will the agency respond?
Standard request	<ul style="list-style-type: none"> <input type="checkbox"/> Seeks one or more clearly identified documents. <input type="checkbox"/> The agency determines it would take less than 8 hours of staff time to process, including redaction of legally protected information. <input type="checkbox"/> A standard request should require no or minimal clarification by the requester. 	<ul style="list-style-type: none"> <input type="checkbox"/> The agency may choose whether to require a request form. <input type="checkbox"/> The agency may choose whether to charge a fee. <input type="checkbox"/> If the agency charges the fee, it must notify the requester in advance and receive the fees before providing the documents. 	<ul style="list-style-type: none"> <input type="checkbox"/> The agency will acknowledge receipt within 2 business days. <input type="checkbox"/> The agency will be ready to provide a substantive response 15 business days later. <input type="checkbox"/> The agency may extend this time in 15-business-day increments by giving written notice to the requester.
Time Intensive request	<ul style="list-style-type: none"> <input type="checkbox"/> The agency determines it would take more than 8 hours of staff time to process, including redaction of legally protected information. 	<ul style="list-style-type: none"> <input type="checkbox"/> A request form is required. <input type="checkbox"/> Fees are required. <input type="checkbox"/> The agency must notify the requester in advance of likely fees associated with the request. <input type="checkbox"/> Before providing a substantive response, the agency must notify the requester and receive payment from the requester. 	<ul style="list-style-type: none"> <input type="checkbox"/> The agency will acknowledge receipt within 2 business days. <input type="checkbox"/> Within 15 business days later, the agency will allow the requester to submit a new request. <input type="checkbox"/> Within 45 business days later, the agency will be ready to provide a substantive response. <input type="checkbox"/> The agency may extend in 45-businessday increments by giving written notice to the requester.

Public Records Request Form

Complete and submit this form to make a public-records request. All fields must be completed with accurate information for your request to be processed.

Payment of fees may be required before your request is fulfilled.

Requestor's contact information:

Name: _____

Phone number: _____

Email address: _____

Street Address: _____

Agency you are requesting public records from: _____

Date of request: _____

I am willing to pay up to \$_____ in processing fees without prior notice by the agency.

Records requested (must be as specific as possible, requests that are overly broad may qualify as time-intensive requests and will take longer to respond to):
