



REQUEST FOR CERTIFIED COPY

Title 36, Chapter 18, of the Code of Alabama (1975) provides that final reports of the Alabama Department of Forensic Sciences are available on request upon the payment of the prescribed fee, currently **\$10.00 per case**. A final report of the Alabama Department of Forensic Sciences is not public record if there is a pending criminal investigation or judicial proceeding.

Requests for copy of an entire case file, to include photographs and other records, requires a Civil Subpoena from a court of proper jurisdiction and additional fees are charged. Alabama Code (1975) Sections 36-18-2, 12-21-3.1.

1) Complete the information below. A separate request must be completed for each case.

(* indicates required information)

Case Information:

*Name of Individual Associated with Case

*Individual's Date of Birth

*County of Incident

*Date of Incident

Circumstances of Incident/Death: (for example – DUI charges, controlled substances, car accident, shooting, suspected suicide, drowning, etc.)

Requester Information:

*Name of Person or Company Requesting the Certified Copy

*Requester's Mailing Address (Street or P.O. Box)

*City

*State

*Zip

*Requester's Email Address

Please check box if report(s) may be emailed to the requester. If report(s) are emailed, a hard copy of the report will not be mailed.

- 2) Make your check or money order in the amount of \$10.00 payable to the Alabama Department of Forensic Sciences. Do not send cash.
- 3) If you are receiving your certified copy by mail, prepare a self-addressed, stamped envelope to be submitted along with this request.
- 4) This completed request form, your payment, and, if you are receiving the certified copy by mail, the self-addressed, stamped envelope should be mailed to:

Alabama Department of Forensic Sciences
Certified Request
1051 Wire Road
Auburn, Alabama 36832

If we can be of further assistance, please do not hesitate to contact the Alabama Department of Forensic Sciences Legal Counsel Division at (334) 821-6254 ext. 240.