



Mississippi Department of Mental Health

Public Records Request Form

The public records policy of the Mississippi Department of Mental Health (DMH) has been adopted in accordance with the Mississippi Public Records Act of 1983, Section 25-61-1, et seq, Miss. Code Ann. (1972).

A request for information under the Mississippi Public Records Act of 1983 shall be submitted in writing to the Department of Mental Health. To request a record, please submit the following:

Your Name:	<input type="text"/>				
Organization:	<input type="text"/>				
Contact Info:	<table><tr><td>Email:</td><td><input type="text"/></td><td>Phone:</td><td><input type="text"/></td></tr></table>	Email:	<input type="text"/>	Phone:	<input type="text"/>
Email:	<input type="text"/>	Phone:	<input type="text"/>		

Please provide a clear description of the documents you are requesting:

Please submit this form to Adam Moore at adam.moore@dmh.ms.gov, or you may deliver it to Suite 1101, Robert E. Lee Building, Jackson, Mississippi 39201.

All requests for information should be marked "Request for Public Documents" and shall describe in detail the documents sought. Where possible, file numbers, dates, county program, or the office where the requested documents are located shall be set forth in the request.

If the information is appropriate for release, information requested will be provided within seven (7) working days. If the requested information cannot be provided within seven (7) working days, the person requesting the information will be notified in writing of the approximate date of availability, which shall not exceed fourteen (14) working days.

If the request for information is denied, the person requesting the information will be notified of the reason of the denial. Please be advised there are fees corresponding with a search for and duplication of public records. For more information, visit www.dmh.ms.gov/publicrecords.