



# STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

100 NORTH UNION STREET, SUITE 870  
MONTGOMERY, ALABAMA 36104

## Document Review and Data Request Form

**Instructions:** In accordance with Ala. Admin. Code r 410-1-3-.06, this form is to be completed by any individual(s) requesting to visit and/or receive documents and/or files housed by the State Health Planning and Development Agency. Please ensure all fields are completed in their entirety prior to submission.

All document review requests should be submitted to [SHPDA.ONLINE@shpda.alabama.gov](mailto:SHPDA.ONLINE@shpda.alabama.gov). Any data requests should be submitted to [DATA.SUBMIT@shpda.alabama.gov](mailto:DATA.SUBMIT@shpda.alabama.gov).

Requestor(s) Name(s) \_\_\_\_\_

Representing Facility/Office/Agency Name \_\_\_\_\_

Email \_\_\_\_\_ Phone No. \_\_\_\_\_

**Describe the records, files, documents (including Project No.'s, CON No.'s, Facility ID's, etc.), and data you are requesting and if you would prefer to review them in-house or receive digital copies via email:**

**Please provide any additional information that may be beneficial in locating the information you are requesting:**

**If you are requesting an In-House Document Review, please complete the following information:**

Date of Visitation Request \_\_\_\_\_ Time of Arrival \_\_\_\_\_

### Acknowledgement

I understand that if further information, documents, and/or files should be needed, I may be required to submit an additional request. I also understand that I am responsible for any fees incurred by this request as described in Ala. Admin. Code r 410-1-3-.06. This includes fees related to the copying of files, administrative costs, research costs, the receipt of electronic records, and the downloading of electronically filed documents.

Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received _____	Completed By _____
Date Promised _____	Date Completed _____

\*\*Please allow 3 – 5 business days to fulfill requests due to staffing availability and research.\*\*