



**STATE OF MISSISSIPPI
DEPARTMENT OF AGRICULTURE AND COMMERCE**

ANDY GIPSON
COMMISSIONER

Request for Public Records of the Mississippi Department of Agriculture and Commerce

(Please note that requests for records of other State or local agencies must be directed to those agencies.)

Person Requesting: _____

Representing: _____

Address: _____

Phone: _____ Email: _____

Documents requested (please be as clear and concise as possible):

Receive by: U. S. Mail: Electronically (if available):

Additional Instructions: _____

Requestor's Signature: _____ Date of Request: _____

Please submit this request by
U.S. Mail to:
Mississippi Department of Agriculture & Commerce
Attn: Public Records Request
P.O. Box 1609
Jackson, MS 39215

Note: Actual costs of gathering, reviewing, and reproducing requested materials will be the responsibility of the requestor. Pursuant to Section 25-61-7 of the Mississippi Code, these costs must be paid in advance. If you do not receive a response from our office within seven (7) business days of submitting your request, please contact our office to confirm that we have received your request.