

**HANCOCK COUNTY**  
*Public Records Request Form*  
Date of Request \_\_\_\_\_

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Signature: \_\_\_\_\_

I am requesting the following records from Hancock County (please be as clear and specific as possible, use additional blank page if additional space is needed):

---

---

---

Preferred Method for Receiving Information:

---

Public Records Request must be made Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. by fax, postal mail and/or e-mail.

Hancock County is responsible for producing or denying the request no later than seven (7) working days from the date of request.

Fees shall be collected in advance of complying with the request for actual cost of searching, reviewing, copying and, if applicable, mailing. Copy fees are .50 each page.

Please submit request by mail or email to:  
Hancock County Administrator  
854 Highway 90, Suite A  
Bay St Louis, MS 39520  
jimmie.ladner@co.hancock.ms.us

\*\*\*NOTE: The information in this request will be made part of Hancock County's public records and can be included in future public records requests.

\*\*\*IF YOU NEED A CERTIFIED COPY OF A MARRIAGE LICENSE, PLEASE CONTACT THE CIRCUIT CLERK'S OFFICE AT 228-467-5265 ONLY