

*Alaska Division of Insurance*  
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## PUBLIC RECORDS REQUEST

**2 AAC 96.300 – 2 AAC 96.360**

(Your request must describe the record in sufficient detail  
to allow its identification and location.)

Pursuant to AS 40.25.110, which gives the public the right to inspect the state's public records,  
please provide me with access to the following records:

Will your request for information be used in pending litigation against the State of Alaska?  
\_\_\_\_ Yes \_\_\_\_ No If yes, you must make your request in accordance with the applicable court  
rules. 2 AAC 96.220

I understand that if I want any copies, the charge is \$.25 per copy, plus postage, payable when  
billed, which may be in advance of my receipt of the copies. I understand I may be charged  
handling costs if the records have been archived and for personnel costs if the time required to  
search or copy my request exceeds five person-hours in any calendar month. For a certified copy  
of records, there is an additional charge of \$25.00.

TO BE COMPLETED BY AGENCY	
Acknowledgment	_____
Logged	_____
Assigned to	_____
Due date	_____
Completed	_____

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address