



MISSOURI PUBLIC SERVICE COMMISSION

RECORDS REQUEST FORM

The Missouri Public Service Commission regulates **investor-owned** electric, natural gas, steam, water and sewer **utilities in Missouri**. The Commission also has limited jurisdiction over telecommunications providers in the state. In addition, the Commission regulates the operational safety aspects of the state's rural electric cooperatives and municipally owned natural gas utilities. The Commission also regulates manufacturers and dealers of manufactured homes and modular units. This form is to be used to request records pertaining to the Commission's regulation of these utilities.

REQUESTOR'S INFORMATION

Requestor's Name:	
Company Name:	
Mailing Address:*	
City/State/Zip:*	
Phone:	
Email:	

*Must provide street address if requesting priority or overnight delivery; billed to requestor.

BILLING INFORMATION

☐ CHECK HERE IF SAME AS ABOVE

Billing Contact Name:	
Company Name:	
Billing Address:	
City/State/Zip:	
Phone:	
Email:	

REQUEST DETAILS

SPECIFIC DOCUMENT(S) BEING REQUESTED: <i>(attach additional sheets if necessary)</i>
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CASE NUMBER OR TRACKING NUMBER: <i>(if applicable)</i>	ARE YOU REQUESTING A CERTIFIED COPY? <input type="checkbox"/> Yes <input type="checkbox"/> No
DOCUMENT FORMAT PREFERENCE: <input type="checkbox"/> Paper <input type="checkbox"/> Electronic	

DELIVERY DETAILS

PREFERRED DELIVERY METHOD: <input type="checkbox"/> Email <input type="checkbox"/> Regular Mail <input type="checkbox"/> Pick-Up <input type="checkbox"/> Priority/Overnight Mail	PRIORITY MAIL SERVICE: <i>(billed to requestor)</i> <input type="checkbox"/> UPS <input type="checkbox"/> FedEx <input type="checkbox"/> USPS <input type="checkbox"/> Other, specify: _____
	PRIORITY MAIL ACCOUNT NO.: _____

CONTACT & FEE INFORMATION

SEND REQUESTS TO: Missouri Public Service Commission Data Center P.O. Box 360 Jefferson City, MO 65102 Email: recordsrequest@psc.mo.gov	CHARGES: An actual-cost fee will be assessed for research, document preparation, and the production of responsive records. Certified copies are subject to an additional fee of \$1.00 per certified page. An invoice for all applicable fees will be issued separately by the Commission's Budget & Fiscal Services Office to the requestor or designated billing contact listed above.
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QUESTIONS: Contact the Data Center at dcsupport@psc.mo.gov or 573-751-7496.