



## 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: *(attach additional sheets if necessary)*

CASE NUMBER OR TRACKING NUMBER: *(if applicable)*

ARE YOU REQUESTING A  
CERTIFIED COPY?

Yes    No

DOCUMENT FORMAT PREFERENCE:  Paper  Electronic

## DELIVERY DETAILS

PREFERRED DELIVERY METHOD:

- Email
- Regular Mail
- Pick-Up
- Priority/Overnight Mail

PRIORITY MAIL SERVICE: *(billed to requestor)*

- UPS    FedEx
- USPS    Other, specify: \_\_\_\_\_

PRIORITY MAIL ACCOUNT NO.: \_\_\_\_\_

## CONTACT &amp; FEE INFORMATION

SEND REQUESTS TO:

Missouri Public Service Commission  
Data Center  
P.O. Box 360  
Jefferson City, MO 65102  
Email: [recordsrequest@psc.mo.gov](mailto: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.

QUESTIONS: Contact the Data Center at [dcsupport@psc.mo.mo.gov](mailto:dcsupport@psc.mo.mo.gov) or 573-751-7496.