

## REQUEST FOR RECORDS

“A person making a request for a record shall furnish the governmental entity with a written request containing his name, mailing address, daytime telephone number... and a description of the records requested that identifies the record with reasonable specificity” 63-2-204 (1) UCA

REQUESTOR NAME TO INCLUDE BUSINESS NAME (IF APPLICABLE)		
REQUESTOR STREET ADDRESS		
CITY	STATE	ZIP CODE
DAYTIME <u>WORKING PHONE</u> WHERE YOU CAN BE CONTACTED		
DESCRIPTION OF REQUESTED RECORDS (Specify if you need the Initial Contact Report, Follow-up, Written Statements, Photos, Tapes. Provide a Case Number, or if unknown, provide information such as: date of occurrence, address, name of involved individuals, etc)		

“Every person has the right to inspect a *public* record free of charge, and the right to take a copy of a *public* record during normal working hours, subject to sections 63-2-203 and 63-2-204” 63-2-201 (1) UCA

I would like to view/inspect the records

“A governmental entity may charge a reasonable fee to cover the governmental entity’s actual cost of duplicating a record. This fee shall be approved by the governmental entity’s executive officer” 63-2-203 (1) UCA

I would like to receive copies of the records. I understand I will be responsible for duplication costs (see posted fees)

I would like to receive copies of the records. I request a waiver of copy cost. (please attach required documentation; 63-2-203 (3).)

As a matter of consideration, and in accordance with the requirements of GRAMA, please be advised that all Salt Lake County Sheriff’s Office records are subject to an edit. 63-2-307. **Photo ID is required before release or notarized request if mailed.**

I am the subject of the records.  I am requesting records that I believe public.

I am requesting the records in behalf of a minor subject of the records (Ask clerk for needed documentation).

I am authorized to have access by the subject or person who submitted the records (Attach Notarized Consent of Release).

I am otherwise authorized (Attach support documentation).

“... no later than ten business days after receiving a written request... the governmental entity shall respond to the request by:

(i)approving the request and providing the record

(ii)denying the request

(iii)notifying the requester that it does not maintain the record

(iv)notifying the requester that because of one of the extraordinary circumstances listed in subsection (4), it cannot immediately approve or deny the request” 63-2-204 (3) UCA

Requestor Signature:	Date:
State of Utah <span style="float: right;">Notary Stamp</span> County of Salt Lake Subscribed and Sworn before me this _____ day of _____, 20____ Notary: _____ My Commission Expires:	