

REQUEST FOR RECORD – UTAH GOVERNMENT RECORDS ACCESS & MANAGEMENT ACT

TO:

(Name of government office holding the records and/or name or agency contact person.)

Address of government office:

Description of records sought (records must be described with reasonable specificity):

I would like to:

View or inspect the records only.

Receive a copy of the records and pay associated fees. Please notify me if the amount will exceed \$

Receive a copy of the records and request a fee waiver according to Utah Code §63G-2-203 because:
releasing the record primarily benefits the public rather than a person. Please explain:

I am the subject of the record.

I am the authorized representative of the subject of the record.

My legal rights are directly affected by the record and I am impoverished.

(Please attach information supporting your request for a waiver of the fees.)

If the requested records are not public, please explain why you believe you are entitled to access:

I am the subject of the record.

I am the person who provided the information.

I am authorized to have access by the subject of the record or by the person who submitted the information. Documentation required by UCA §63G-2-202.

Other. Please explain:

I am requesting an expedited response (5 days). (Please attach information that shows your status as a member of the media and a statement that the records are required for a story for broadcast or publication; or other information that demonstrates that you are entitled to expedited response.)

Requestor's Name:

Mailing Address:

Daytime Telephone Number:

Email Address:

Signature:

Date: