



Utah Government Records Request Form

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

ADDRESS OF GOVERNMENT OFFICE: _____

DESCRIPTION OF RECORDS SOUGHT (Records must be describe with reasonable specificity) _____

- I would like to inspect (view) the records.
- I would like to receive a copy of the records. I understand that I may be responsible for fees associated with copying charges or research charges as permitted by UCA 63-2-203(4), I authorize costs up to \$ _____
- UCA 63-2-203(4) encourages agencies to fulfill a records request without charge. Based on UCA 63-2-203(4), I am requesting a waiver of copy cost because:
 - Releasing the record primarily benefits the public rather than a person.
Please explain: _____
 - I am 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.
Documentations required by UCA 63-2-202, is attached.
- Other. Please explain: _____

I am requesting expedited response as permitted by UCA 63-2-204(3)(b). (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).

REQUESTER'S NAME: _____

MAILING ADDRESS: _____

DAYTIME TELEPHONE NUMBER: DAYTIME: _____

SIGNATURE: _____

IF RECORDS ARE FILED BY SOCIAL SECURITY NUMBER, PLEASE PROVIDE THAT NUMBER: _____