GRAMA - Records Request Form

To: ____________________________________________________________

(Name of contact person if known)

Description of records requested: (Be as specific as possible; type of records, subject, year or dates wanted, etc.)
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Check all that are applicable:
___ I would like to review/inspect the records.
___ I would like to receive copies of the records. I understand that I will be responsible for copy costs. I authorize
costs of up to $___________. I understand that prepayment of copies over $50.00 may be required and that I will
be contacted if estimated costs are greater than the above specified amount.
___ I would like to receive copies of the records and request a waiver of costs under UCA 63G-2-203(4). Supporting
documentation is attached.

If the requested records are not Public, please explain why you believe you are entitled to access.
___ I am the subject of the record. (Photo ID required)
___ I am the person who submitted the record (Photo ID required)
___ I am authorized to access the record by the subject of the record.
(Consent for Release Form attached).
___ Other. Please explain. ___________________________________________
___ I am requesting an expedited response as permitted by UCA 63G-2-204(3)(b). (Please attach information
showing 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 demonstrating entitlement to an expedited response.)

Name of requester: ____________________________________________________________

Street Address: ________________________________________________________________

City: ____________________________ State: ___________________ Zip Code: __________

Daytime phone number where requestor can be reached: ____________________________

Email: __________________________

Signature: ______________________ Date: __________________

April 2013