

UTAH GOVERNMENT RECORDS REQUEST FORM

Office of the Attorney General
Utah State Capitol Complex
350 North State Street Suite 230
Salt Lake City, Utah 84114

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

Four horizontal lines for describing records sought.

- 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 63G-2-203. I authorize costs of up to \$ .
UCA 63G-2-203(4) encourages agencies to fulfill a records request without charge. Based on UCA 63G-2-203(4),

- I am requesting a waiver of copy costs because:
releasing the record primarily benefits the public rather than a person. Please explain:
Three horizontal lines for explanation.

- 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, is attached.
Other. Please explain:
Two horizontal lines for explanation.

- I am requesting expedited response as permitted by UCA 63G-2-204(4)(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: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_