GRAMA Request Form

Note: Utah Code § 63G-2-204 (GRAMA) requires a person making a records request furnish the governmental entity with a written request containing the requester's name, mailing address, daytime telephone number (if available); and a description of the record requested that identifies the record with reasonable specificity.

Requester's information

Name: ____________________________
Address: ____________________________
City/State/zip: ____________________________
Daytime telephone number: ____________________________

Request made to

Government agency or office: ____________________________
Address: ____________________________
City/State/zip: ____________________________

Records requested

Description of records including all relevant information—location of event(s) described in records, city, county, address; date range of the records; names of the person(s); and subject of the request.

Considerations about the desired response

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, Releasing the record primarily benefits the public
☐ I am the subject, or authorized representative, of the record
☐ My legal rights are directly implicated by the information of the record because ____________, and I am impoverished

☐ Receive an expedited response (5 days) because releasing the record benefits the public; I request the information for a story or report for publication or broadcast to the general public

Note: If the record has a restricted access, GRAMA provides that certain individuals may still receive access.

☐ I am the subject of the record
☐ I am the authorized representative of the subject of the record
☐ I provided the information in the record

Signature: ____________________________ Date: ____________________________