

# 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 impecunious

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: \_\_\_\_\_