

BRIGHAM CITY POLICE DEPARTMENT RECORDS REQUEST

Date Received:
___/___/___ by: ___

Date of Request: _____

OFFICE USE ~ Receipt #: _____ Total Amount: _____

Requester's Name: _____ Date of Birth: ___/___/___

Address: _____
Street City State Zip

Home Phone: (____) _____ Cell Phone: (____) _____

Identification # & Type (Must be a valid government issued I.D.) _____ Exp: _____

Description of Record(s) Requested _____

Date & Location of Occurrence: _____ Event #: _____
_____ Event #: _____
_____ Event #: _____

Requester's Company, Agency or Business Affiliation (If applicable): _____

Name & Date of Birth of Person Involved (If different from the requester):

_____/_____/_____
Name DOB:

Requester's Relationship to Subject of Record: _____

PLEASE READ THE FOLLOWING BEFORE SIGNING THIS REQUEST

Your request for records will be processed in accordance with the requirements of the Government Records Access Management Act (GRAMA), 63-2-101, Utah Code Annotated. Your request will be processed as soon as reasonably possible, but may take up to ten (10) business days, and an additional 14-day extension may be authorized by the Chief of Police.

The records that may be provided to you, subsequent to your request, may contain information that is classified as "protected", "private", or "controlled", and may only be disclosed under certain circumstances, U.C.A §63G-2-304, 63G-2-302 and 63G-2-303.

Understand that Brigham City Police Department has a maximum of 10 days to respond to this request or provide a written denial of the request. If this request is denied you have the right to appeal to the City Council within 30 days.

You agree to pay a fee of \$10.00 per report or request and any other fees as permitted by UCA 63-2-203.

Signature: _____ Date: _____

FOR DEPARTMENT USE ONLY – DO NOT WRITE IN THIS AREA		
<input type="checkbox"/> Approved	Authorized by: _____	Date: _____
<input type="checkbox"/> Denied	By: _____ Reviewed By: _____	Date: _____ Date: _____
Reason for denial: See reverse side of this form.		