



# Providence City

164 North Gateway Drive  
 Providence, UT 84332  
 (435) 752-9441 Fax: (435)753-1586  
 www.providencecity.com

## GOVERNMENT RECORDS REQUEST FORM

Requestor Information:		Return Request To:
Name:		Skarlet Bankhead
Address:		Providence City Recorder
Address:		164 North Gateway Drive
City, State Zip:		Providence UT 84332
Email:		Email: sbankhead@providence.utah.gov
Phone:		

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

Please check all that apply:	
<input type="checkbox"/>	I would like to inspect (view) the records.
<input type="checkbox"/>	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 \$ _____
<input type="checkbox"/>	Based on UCA 63-2-203(4), I am requesting a waiver of costs because: <input type="checkbox"/> Releasing the record primarily benefits the public rather than a person for the following reasons: _____ _____ <input type="checkbox"/> I am the subject of the record. <input type="checkbox"/> I am the authorized representative of the subject of the record. <input type="checkbox"/> My legal rights are directly implicated by the information in the record and I am impecunious [indigent]

If the requested records are not public, please explain why you believe you are entitled to access. Please check all that apply.	
<input type="checkbox"/>	I am the subject of the record.
<input type="checkbox"/>	I am the person who provided the information.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Other, please explain: _____ _____ _____

Requested will be processed pursuant to UCA 63G-2-204(3), generally within 10 business days.	
<input type="checkbox"/>	I am requesting expedited response as permitted by UCA 63G-2-204(3)(b). Please explain how your request benefits the public rather than the person. _____ _____ _____

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date