



Department of Commerce Administration
160 East 300 South
Box 146701
Salt Lake City, Utah 84114-6701
melaniehall@utah.gov

REQUEST FOR RECORDS

Please type or print all information.

Name of Requester: _____
Organization: _____
Mailing Address: _____
Email Address: _____
Daytime Telephone: _____
Date of Request: _____

Detailed Description of Record(s) Requested:

- 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 copy costs, which is normally \$.30 per page, and, if applicable, for costs incurred in providing the record in the requested format. I authorize costs of up to \$_____. I understand that the Division will contact me if estimated costs are greater than the amount authorized herein, and that it will not respond to my request for copies unless I have authorized adequate costs.
- I request that the costs of this record request be waived under §63G-2-203(4) because of one or more of the following:
 - releasing the record primarily benefits the public rather than a person;
 - I am the subject of the record or an individual specified in §§63G-2-202(1) or (2); and/or
 - my legal rights are directly implicated by the information in the record, and I am impecunious.
- I am requesting expedited response. (Please attach documentation of your status as a member of the media and a statement that the records are required for a story for broadcast or publication; or please attach other documentation that demonstrates that you are entitled to expedited response under Utah Code Ann. §63G-2-204(4)).

EXPLANATORY COMMENTS:

Please mail your request to:

Records Officer
Department of Commerce Administration
160 East 300 South
Box 146701
Salt Lake City, UT 84114-6701
melaniehall@utah.gov

SEE REVERSE SIDE

PLEASE COMPLETE UNLESS YOU REPRESENT A GOVERNMENTAL ENTITY:

I understand that there are criminal penalties for obtaining a government record by false pretenses. I hereby represent and certify under penalty of perjury that I am the requester and that I: (check any that apply)

- am the subject of the record(s).
- am the person who provided the information in the records.
- am the parent or legal guardian of an unemancipated minor or a legally incapacitated individual who is the subject of the record(s).
- have a power of attorney from the subject of the record(s) (copy attached).
- have a notarized release from the subject of the record, or his legal representative, dated within 90 days from the date of this request (copy attached).
- am entitled to the record(s) pursuant to a judicial order (copy attached).
- am a contractor or private provider for a governmental entity and the following apply and will be strictly adhered to:
 - the use of the record will produce a public benefit that outweighs the individual privacy right that protects the record or record series; and
 - the record or record series requested:
 - is necessary for the performance of a contract with a governmental entity;
 - will only be used for the performance of the contract with the governmental entity;
 - will not be disclosed to any other person; and
 - will not be used for advertising or solicitation purposes.

(Signature) (Please type or print title) Date: _____

PLEASE COMPLETE IF YOU REPRESENT A GOVERNMENTAL ENTITY:

I understand that there are criminal penalties for obtaining a government record by false pretenses. I hereby certify that I am duly authorized to make this request on behalf of _____ a governmental entity that: (Check all that apply)

- is entitled by law to inspect the record. Cite law: _____.
- is required to inspect the record as a condition of participating in a state or federal program or for receiving state or federal funds. Cite law: _____.
- serves as a repository or archives for purposes of historical preservation, administrative maintenance, or destruction.
- enforces, litigates, or investigates civil, criminal, or administrative law, and the record is needed for that purpose.
- is authorized by state statute to conduct an audit and the record is needed for that purpose.
- is one that collects information for presentence, probationary, or parole purposes.
- is requesting a record or record series which is necessary to the performance of the governmental entity's duties and functions.
- is requesting a record or record series which will be used for a purpose similar to the purpose for which the information in the record or record series was collected or obtained.
- is requesting a record or record series, the use of which will produce a public benefit that outweighs the individual privacy right that protects the record or record series.

(Signature) (Please type or print title) Date: _____