



SANTA CLARA – IVINS
Public Safety Department
 2603 Santa Clara Dr
 Santa Clara, UT 84765

Tel. 435-652-1122
 Fax 435-652-1101

Fee \$10.00 (Photos \$1.00 ea)

Incident # _____

Fee Pd: _____

Rcvd By: _____

Date Rcvd: _____

Approved: _____

REQUEST FOR POLICE RECORDS (GRAMA)

REQUESTOR'S NAME: _____ TELEPHONE: _____

MAILING ADDRESS: _____ FAX: _____

CITY: _____ STATE: _____ ZIP: _____

INCIDENT #: _____ TYPE OF INCIDENT: _____

DATE OF INCIDENT: _____ LOCATION OF INCIDENT: _____

Description of Requested Record: (Must be described with reasonable specificity – incident report, photos, etc)

Reason for requesting the above mentioned record: (explain why you believe you are entitled to access):

- I am the subject of the record.
- I am the person that provided the information.
- I am authorized to have access by the subject of the record or the person who submitted the information. Documentation required by U.C.A. 63G-2-202 is attached.

 SIGNATURE

 DATE

RESPONSE TO REQUEST • FOR OFFICE USE ONLY

- REQUEST APPROVED - Requestor notified _____
- REQUEST DENIED - Written denial sent on _____
- Requestor notified that office does not maintain record; and, if known, was notified of the name and address of the Agency that does maintain record on _____
- Extension of time for extraordinary, circumstances. Notice sent _____

COPY FEES: \$ _____ - If waived, approved by _____

HOW TO REQUEST A GOVERNMENT RECORD

- STEP 1 LOCATE THE RECORDKEEPER.** Find the department responsible for the record you are seeking.
- STEP 2 MAKE A WRITTEN REQUEST.** Submit a written request form (a form is provided on the other side of this sheet). Write the request as precisely as possible and include as much information as possible.
- STEP 3 WAIT FOR A RESPONSE.** The department records officer must respond within 10 working days unless a reason for delay is cited. An expedited request may be made by the public or the media if the request benefits the public rather than the person. Expedited requests must be filled within 5 working days.

Santa Clara Ivins Police Department may respond by one of the following;

- Approve the Request and provide the record.
- Deny the request.
- Notify you that it does not maintain the record and provide, if known, the name and address of the government agency that does maintain the record.