

UTAH STATE UNIVERSITY POLICE DEPARTMENT RECORDS REQUEST FORM

REQUESTOR'S NAME:	
MAILING ADDRESS:	
CITY, STATE, ZIP CODE:	
DAYTIME PHONE #:	
OTHER/EVENING PHONE #:	

In accordance with the Government Records Access and Management Act (GRAMA), I am requesting to:

- view a record (you will be called for an appointment), or
- obtain a copy of a record(s) (minimum fee of \$10.00, or \$5.00 with a valid Utah State University ID card)

which I believe are collected, filed, and/or used by the Utah State University Police Department at 5800 Old Main Hill, Logan, UT 84322.

If you know the case number, please provide it here: _____.

Otherwise describe the event. Please provide as much detail as you can, i.e. type of incident, date of occurrence, complainant, persons involved, etc.:

If requested records are not public, mark the statement below that explains why you are entitled to access:

- I am the subject of the record
- I am the person who provided the information
- I am authorized to have access by the subject of record or by the person who submitted the information.
Documentation required by UCA 63-2-202 is attached.
- Other (please explain) _____

I request that the record be mailed to me at the following address: same as above.

Address: _____
 City: _____
 State: _____
 Zip Code: _____

Utah law allows ten (10) working days to respond to your request. Most requests are completed within five days or less.

I request a waiver of all processing fees due to the following:

- Indigent
- Victim of Domestic Violence
- I am the subject of the record
- Other (explain): _____

(Signature of Requestor)

(Date)

If the records requested are classified as "controlled" read and sign the following:

ACKNOWLEDGMENT

I hereby acknowledge that I am a physician, psychologist, certified social worker, insurance provider or agent, and that I will not disclose controlled information to any person including the subject of the record, except in response to lawful order of the State Records Committee or the District Court.

(Signature)

(Date)