



GRAMA REQUEST FOR POLICE RECORDS

Spanish Fork City ordinance allows for up to **ten (10) business days** to provide the requested records, a denial or a notice of extended time for response to records request.

Name _____

Address _____

Date Of Birth _____

Phone Number _____

(A person requesting a "Non-Public" record is required to provide positive identification.)

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

- Is this copy needed for insurance purpose?
- I would like to inspect the records.
- I would like to receive copies of the records. I understand that I will be responsible for copy costs. (I am willing to pay costs of up to \$_____. I further understand that the agency will contact me if estimated costs are greater than the amount I have specified, and that the agency will not respond to a request for copies if I have not allowed for adequate costs.)

If record is "Non-Public", check one of the following and attach necessary documentation.

- I am the subject of the record.
- I am the person who provided the information.
- I am the legal guardian of subject of the record.
- I am authorized to have access by the subject of the record or by the person who submitted the information. (Attach copy of Power of Attorney)
- Other, Please Explain: _____
- I am requesting expedited response. (Please attach information that shows 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 information that demonstrates that release of this information will benefit the public rather than the person.

Signature of person making request

Date

OFFICE USE ONLY

Date record released:

Released By:

Copy Fee: