



GRAMA REQUEST FOR PUBLIC SAFETY RECORDS
Police, Fire, Ambulance

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

Name of Person Making Request:
Date of Birth: Phone Number:
Address:

Description of records sought (describe with reasonable specificity such as type of report wanted, address of occurrence, names of people involved, case number if you have it, etc.)

Copy needed for insurance purposes

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. Payment required at time of GRAMA request submission.)

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.)

I acknowledge that secondary dissemination to any unauthorized agency or person is PROHIBITED.

Signature of Person Making Request: Date:

OFFICE USE ONLY:
Fee Paid: Received by: