



REQUEST FOR RECORDS

Note: Utah Code § 63G-2-204 (GRAMA) requires a person making a records request furnish the governmental entity with a written request containing the requester’s name, mailing address, daytime telephone number (if available); and a description of the record requested that identifies the record with reasonable specificity.

RECORD REQUESTED / CASE NUMBER: _____

REQUESTED BY (PLEASE PRINT FULL NAME): _____

MAILING ADDRESS: _____

DAY TIME PHONE: _____

I.D. / LICENSE NUMBER: _____ STATE: _____

(ONLY PHOTO IDENTIFICATION ACCEPTED)

REQUEST DATE: _____

REASON FOR REQUEST / REPRESENTING: _____

WHAT IS YOUR INVOLVEMENT: _____

AS THE UNDERSIGNED, I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION PLACED ON THIS REQUEST MAY MAKE ME SUBJECT TO CRIMINAL PROSECUTION FOR SUPPLYING FALSE INFORMATION TO A POLICE AGENCY AS WELL AS OBTAINING GOVERNMENT RECORDS BY FALSE PRETENSE.

I understand that in accordance with the Heber Police Department, I am responsible for the applicable fees:

- Reports / Incidents **\$10.00** per report up to 50 pages and .20 cents per page after 50 pages.
- Multi Media Copying Fee **\$30.00** Body / Dash Camera Video **\$30.00** per officer

If the request requires an excessive amount of time to research and prepare copies, the charge for the requested record will be billed at actual wage & benefit cost, plus .20 cents per copy and \$2.00 per fax for first page, plus \$1.00 for each additional faxed page. Payment can be made by check or cash only. Please make checks payable to: *Heber City Police Department*.

I also understand that as soon as reasonably possible, but no later than ten (10) business days after signing this request I will be notified whether my request was approved or disapproved. I also understand that photo identification will be required before the record is released to me. After a requested report is prepared it will be held by the Heber Police Department Records division for thirty (30) days, after that time the copy will be destroyed.

The majority of records maintained by the Heber Police Department are classified as private, protected, Controlled or exempt, in accordance with the Government Records Access and Management Act.

SIGNATURE OF REQUESTER: _____

The GRAMA request form may be turned into the Records Division personally or you may email the request to GRAMA@ci.heber.ut.us Please direct any additional record request questions to Tammy Mair at 435-657-7911.

For Department Use Only-Do Not Write In this Area

I.D. _____ PAID \$ _____ Date _____

Report(s) to be: Mailed to above location _____ Will pick up _____ Date _____

Reviewed by: _____ Authorized release by: _____

Request Denied: (Restricted by & Reason) _____