

## Unified Police Department of Greater Salt Lake GRAMA REQUEST FOR RECORDS

“A person making a request for a record shall furnish the governmental entity with a written request containing his/her name, mailing address, daytime telephone number... and a description of the records requested that identifies the record with reasonable specificity” 63G-2-204 (1) UCA

As a matter of consideration, and in accordance with the requirements of GRAMA, please be advised that all UPD records are subject to edit. 63G-2-307. All “Personal Identifiers” on any person listed in requested records that are **not** making the request to receive the records are classified as “Private” and subject to an edit, to include Date of Birth, Social Security Number, Driver’s License Number, Home Address, Home Phone numbers, Business Phone Numbers, Race and Ethnicity. **Photo ID is required before any requested records are released.**

REQUESTOR NAME TO INCLUDE BUSINESS NAME (IF APPLICABLE)		
REQUESTOR STREET ADDRESS		
CITY	STATE	ZIP CODE
DAYTIME <i>WORKING PHONE</i> WHERE YOU CAN BE CONTACTED		
DESCRIPTION OF REQUESTED RECORDS (You must be specific as to the records you are requesting. Provide a Case Number, or if unknown, provide information such as: date of occurrence, address, name of involved individuals, etc) The UPD is not the custodian of Jail records.		

“Every person has the right to inspect “Public” portions of UPD records free of charge, and the right to take a copy of the “Public” portions of UPD records during normal working hours, subject to sections 63G-2-203 and 63G-2-204” 63G-2-201 (1) UCA

- I would like to view/inspect the records  
“A governmental entity may charge a reasonable fee to cover the governmental entity’s actual cost of duplicating a record. This fee shall be approved by the governmental entity’s executive officer” 63G-2-203 (1) UCA
- I would like to receive copies of the records. I understand I will be responsible for duplication costs (see posted fees).
- I would like to receive copies of the records. I request a waiver of copy cost (please attach required documentation; 63G-2-203 (3).
- I am the subject of the records.
- I am requesting the records on behalf of a minor subject of the records (Must be Legal Guardian and provide Birth Certificate).
- I am requesting records that I believe are public.
- I am authorized to have access by the subject or person who submitted the records (Attach Notarized Consent of Release).
- I am otherwise authorized (Attach support documentation).

“ ... no later than ten **business** days after receiving a written request... the governmental entity shall respond to the request by:  
 (i) approving the request and providing the record  
 (ii) denying the request  
 (iii) notifying the requester that it does not maintain the record  
 (iv) notifying the requester that because of one of the extraordinary circumstances listed in subsection (4), it cannot immediately approve or deny the request”  
 63G-2-204 (3) UCA

Requestor Signature:	Date:
Records Clerk (PRINT):	(385) 468-9755 8:00-4:45 Monday-Friday

A copy of “GRAMA” can be found on the Internet at [www. Le.state.ut.us](http://www.Le.state.ut.us) under Utah Code Title 63G Chapter 02; or at your local Library. Revised 3/04/2014 SG

State of Utah County of Salt Lake Subscribed and Sworn before me this ____ day of _____, 20 ____ Notary:   My Commission Expires:	<b>Notary Stamp</b>
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