



Government Records Access and Management Act (GRAMA) Records Request

RECORDS REQUEST INFORMATION

Name of Requester: _____
 Date of Request: _____
 Organization: _____
 Mailing Address: _____
 Daytime Telephone: _____
 Email Address: _____

Detailed Description of Record(s) Requested:

NATURE OF REQUEST

- I request to inspect the record(s).
- I understand that unless waived, I will be responsible for the cost of producing the record, which is normally \$0.30 per page, and if applicable, for costs incurred in providing the record in the requested format. I authorize costs of up to: \$ _____
- I understand that the Division will contact me if estimated costs are greater than the amount authorized herein and that it will not respond to my request for copies unless I have authorized adequate costs.
- I request that the costs of this record request be waived under §§ 63G-2-203(4) because of one or more of the following (select all that apply):
 - releasing the record primarily benefits the public rather than a person;
 - the individual requesting the record is the subject of the record or an individual specific in §§ 63G-2-202(1) or (2); *and/or*
 - the requester's legal rights are directly implicated by the information in the record and the requester is impecunious.
- I am requesting expedited response. Please attach documentation of 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 documentation that demonstrates that you are entitled to expedited response under Utah Code Ann. §§ 63G-2-204(3).

Additional Explanatory Comments:

Please submit your request to:

Email:
DOPLweb@utah.gov

In person or via express delivery:
 Records Officer
 Division of Professional Licensing
 Heber M Wells Building, 1st Floor Lobby
 160 E 300 S
 Salt Lake City, UT 84111

US Postal Service:
 Records Officer
 Division of Professional Licensing
 PO Box 146741
 Salt Lake City, UT 84114-6741

REQUIRED FOR ALL NON-GOVERNMENTAL PERSONS

I understand that there are criminal penalties for obtaining a government record by false pretenses. I hereby represent and certify under penalty of perjury that I am the requester and that I (check all that apply):

- am the subject of the record(s).
- am the person who provided the information in the record(s).
- am the parent or legal guardian of an unemancipated minor or a legally incapacitated individual who is the subject of the record(s).
- have the power of attorney from the subject of the record(s) (copy attached).
- have a notarized release from the subject of the record(s), or their legal representative, dated within 30 days from the date of this request (copy attached).
- am entitled to the record(s) pursuant to a judicial or administrative order (copy attached).
- am a contractor or private provider for a governmental entity and the following apply and will be strictly adhered to: _____
 - the use of the record will produce a public benefit that outweighs the individual privacy right that protects the record or record series; and
 - the record or record series requested:
 - is necessary for the performance of a contract with a governmental entity;
 - will only be used for the performance of the contract with the governmental entity;
 - will not be disclosed to any other person; and
 - will not be used for advertising or solicitation purposes.

REQUIRED FOR GOVERNMENTAL ENTITY

I understand that there are criminal penalties for obtaining a government record by false pretenses. I hereby certify that I am duly authorized to make this request on behalf of: _____

This is a governmental entity who (check all that apply):

- is entitled by law to inspect the record. Cite law: _____
- is required to inspect the record as a condition of participating in a state or federal program or for receiving state or federal funds. Cite law: _____
- serves as a repository or archives for purposes of historical preservation, administrative maintenance, or destruction.
- enforces, litigates, or investigates civil, criminal, or administrative law, and the record is needed for that purpose.
- is authorized by state statute to conduct an audit and the record is needed for that purpose.
- is one that collects information for presentence, probationary, or parole purposes.
- is requesting a record or record series which is necessary to the performance of the governmental entity's duties and functions.
- is requesting a record or record series which will be used for a purpose similar to the purpose for which the information in the record or record series was collected or obtained.
- is requesting a record or record series, the use of which will produce a public benefit that outweighs the individual privacy right that protects the record or record series.