

# Torrey Town Records Request Form

TO: \_\_\_\_\_  
(Name of the City Department holding records)

DESCRIPTION of records requested: (Be as specific as possible, i.e., type of records, dates wanted, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I would like to inspect the records.

I would like to receive a copy of the records. I understand that I will be responsible for copy costs. I authorize costs up to \$\_\_\_\_\_.

I would like to receive a copy of the records and request a waiver of copy fees pursuant to UCA 63G-2-203(4). Please explain your circumstances.

\_\_\_\_\_  
\_\_\_\_\_

If the requested records are not public, please explain why you believe you are entitled to access.

I am the subject of the record. (Photo ID required.)

I am the person who provided the information. (Photo ID required.)

I am authorized to have access by the subject of the record or by the person who submitted the information.

Other. Please explain. \_\_\_\_\_  
\_\_\_\_\_

Name of requester: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime phone number where requester can be reached: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_