

# Tremonton/Garland Police Record Request

125 S 100 W Tremonton, Ut 84337

Phone (435)257-9555 or (435)257-9554

Requestor's Name \_\_\_\_\_ Day of Request \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

Type of Record Requested: \_\_\_\_\_ Case or Incident Number: \_\_\_\_\_

**If case or incident number is unknown, provide the following –**

Date & Time Occurred: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

People Involved and Date of Birth: \_\_\_\_\_

**If this case involves a juvenile-**

Are you the legal guardian of the juvenile? [ ] Yes [ ] No

Explain the purpose of your request and your involvements in the record:

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

## **PLEASE READ THE FOLLOWING BEFORE SIGNING THE REQUEST**

Your request for records will be processed in accordance with the requirements of the Government Records Access Management Act (GRAMA), 63G-2-101, Utah Code Annotated. Your request will be processed as soon as reasonably possible, but may take up to ten (10) business days to be granted.

The records that may be provided to you, subsequent to your request, may contain information that is classified as “protected”, “private”, or “controlled”, and may only be disclosed under certain circumstances, U.C.A. § 63G-2-302, 63G-2-304, and 63G-2-305.

If this request is denied, you have the right to appeal to the Chief of Police within 30 calendar days.

You agree to pay a fee of \$10.00 per report or request and any other fees as permitted by UCA 63G-2-203.

Identification must be provided prior to release of a record pursuant to Utah Code 63G-2-202.

If the request is not made in person, you must have this request notarized, and attach a copy of valid state issued I.D.

I understand that in accordance with Tremonton City Consolidation Fee Schedule, I am responsible for the following charges:

Report: \$10.00 minimum for up to 10 pages, \$0.25 for each additional page

Photos/CD: \$20.00 minimum for up to 5 photos, \$2.00 for each additional photo

Audio/Video: \$20.00 minimum for tape and 1 hour of dubbing, \$10.00 for each additional hour of dubbing

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Office Use Only-Do Not Write In This Area**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Form of Identification and # Provided: \_\_\_\_\_

Case is releasable     Sent for charges \_\_\_\_\_     Active     Other \_\_\_\_\_

Requester Contacted: \_\_\_\_\_ Records Provided: \_\_\_\_\_

Fee Collected:\$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date Release: \_\_\_\_\_ Released By: \_\_\_\_\_

Denied By: \_\_\_\_\_ Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Lieutenant Reviewed: \_\_\_\_\_ Chief Notified: \_\_\_\_\_ Written Denial Sent: \_\_\_\_\_ By: \_\_\_\_\_

You have the right to appeal the decision. The appeal must be filed with the City's Chief of Police within 30 days of this notice. A notice of decision will be provided to you within ten business days.

Do you wish to appeal the decision at this time?

Yes

No

If you marked yes, indicate below what relief you are seeking. You may also include any supporting information with your notice of appeal.

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Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_