

# University Police Government Records Request Form

2120 JKB, Brigham Young University, Provo, UT 84602

To: \_\_\_\_\_

Address of Government Office: \_\_\_\_\_

Description of Records Sought: *(Records must be described with a reasonable specificity, Utah Code Ann. 63G-2-204 (1) (b))* \_\_\_\_\_

Please select one or more of the following:

1. I would like to *inspect* (view) the record;
2. I would like to *receive a copy* of the records. I understand that I may be responsible for fees associated with copying or research charges as permitted by Utah Code Ann. 63G-2-203. I authorize costs up to: \$ \_\_\_\_\_.
- Pursuant to Utah Code Ann. 63G-2-203 (4), I am requesting a *waiver of costs* for the following reason(s): \_\_\_\_\_

## CERTIFICATION OF REQUESTOR

I, the undersigned, do hereby certify that the following apply to me: *(Check the appropriate box)*

1. I am the subject of the record;
2. I am the person who provided the information;
3. I am authorized to have access by the subject of the record by the person who submitted the information and the documentation required by Utah Code Ann. 63G-2-202 is attached;
4. A state, local or federal agency;
5. A member of the press or broadcast media;
- I am requesting expedited response as permitted by Utah Code Ann. 63G-2-204(4).  
(Please attach information that shows your status as a member of the media and a statement that the records are required for a story for broadcast or publication; or other information that demonstrates that you are entitled to expedited response.)

6. Other. Please explain: \_\_\_\_\_

7. **\*\*\*Proof of identity is required. I have attached a copy of my government ID\*\*\***

Name of Requestor: \_\_\_\_\_ Organization (if any): \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address: \_\_\_\_\_  Consent to receive records by email

Daytime Phone Number: \_\_\_\_\_ Date of Request: \_\_\_\_\_

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