

Sanpete County Clerk
160 North Main, Room 202, Box 100 - Manti, Utah 84642
Phone 435-835-2131 Fax 435-835-2135

RECORDS REQUEST

Requesters Name: _____

Address: _____

Daytime Telephone: _____ Date: _____

If records are filed by Social Security number, provide that number: _____ - _____ - _____

In accordance with the Governmental Records Access Management Act, I am requesting to
[] view [] copy the following record(s) (specifically described, please attach another sheet if needed):

Which I believe are collected, filed, and/or used by the following:

(Name of Agency) _____

(Address of Agency) _____

If requested records are not public, explain why you believe you are entitled to access:

- _____ I am the subject of the record
- _____ I am the person who provided the information
- _____ I am authorized to have access by the subject of the record or by the person who submitted the information. Documentation required by UCA 63-2-202, is attached.
- _____ Other (explain)

Signature: _____

If requested records are classified "Controlled" sign the following:

ACKNOWLEDGMENT

I hereby acknowledge that I am a physician, psychologist, or certified social worker and that I will not disclose controlled information to any person, including the subject of the record, except in response to a lawful order of the State Records Committee or the District Court.

Date: _____

Signature: _____

So we might expedite your request, fill in the above information (in advance) and attach the appropriate fee (see below) to the request form.

Regular copy:	\$0.25 per page	Fax Fees	
11 x 17:	\$0.75 per page	1-10 Pages	\$5.00
Certified copy:	\$4.00 + \$.50 per page (i.e. 3 pages = \$5.50)	Each additional Page:	\$.50
Exemplified copy:	\$6.00 + \$.50 per page (i.e. 3 pages = \$7.50)		

ATTENTION: Certified and exemplified copies should be paid for at the time of the request and cannot be picked up without a payment.

NOTE: Utah Rule of Judicial Administration 4-202.08 states that if it takes longer than 15 minutes to complete a request, we can charge a minimum fee of \$15.00 per hour at 15 minute increments, after the first 15 minutes. (i.e. If it takes 30 minutes to complete a request, an additional \$3.75 will be added to the copy fee.)