

WEST VALLEY CITY POLICE DEPARTMENT  
RECORDS REQUEST

3575 S Market St.  
West Valley City, UT 84119 Case # \_\_\_\_\_  
(801) 963-3226

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ MI: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATE OF BIRTH: (MM/DD/YYYY) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

DAYTIME PHONE # ( \_\_\_\_\_ ) \_\_\_\_\_ HOME # ( \_\_\_\_\_ ) \_\_\_\_\_

CELL# ( \_\_\_\_\_ ) \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_ TIME: \_\_\_\_\_

RECORDS REQUESTED: (case numbers, if possible) \_\_\_\_\_

Total # of Reports \_\_\_\_\_

REASON WHY I AM REQUESTING THESE RECORDS: \_\_\_\_\_

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

*Your request for records will be processed in accordance with the requirements of the Government Records Access Management Act (GRAMA), 63-2-101 et. Seq., Utah Code. Your request will be handled as soon as reasonably possible, but may take up to ten 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", and will be edited in accordance with GRAMA and may only be disclosed under certain circumstances. 63-2-2-2 (U.C.A.) I understand that there is no charge to view a record.*

***I agree to pay a fee of \$15.00 (per report) to cover the actual cost of research and duplicating a record if copies are requested. This fee is subject to change if extensive research and copies are requested.***

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR DEPARTMENT USE ONLY - DO NOT WRITE IN THIS AREA

I.D.  Paid \$ \_\_\_\_\_  Fee Waived By: \_\_\_\_\_ Date: \_\_\_\_\_  
Report(s) to be:  Mailed to above location  Will pick up  Date  
Promised \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Authorized release by: \_\_\_\_\_ Date: \_\_\_\_\_  
Request Denied: (Restricted by & Reason) \_\_\_\_\_

***Report(s) released:*** Mailed to Requester  In Person  FAX   
***Clerk's Signature:*** \_\_\_\_\_ IBM# \_\_\_\_\_ Date: \_\_\_\_\_