



HERRIMAN POLICE DEPARTMENT

GRAMA REQUEST FOR RECORDS

To comply with GRAMA please be advised that records may be subject to edit 63G-2-307. A requestor is required to give the agency a written request containing his/her name, mailing address, daytime phone number, and a description of the records being requested with reasonable specificity 63G-2-204(1)(ii). HPD has no later than 10 business days after receiving a written request to respond 63G-2-204(4)(b).

Requestors name or business name if applicable: _____

Requestor mailing address: _____

City: _____ **State:** _____ **Zip code:** _____

Phone number: _____ **Email address(optional):** _____

Receive records by: Pick up in person or email (will need to pay over phone)

Description of records requested: Please provide a case number, if unknown please provide the following: date of incident, address, persons involved (include birthdays if known). Be sure to specify if you are requesting the report, witness statements, photos, body cam, etc. For statistical requests please include the timeframe you are needing

- I would like to view/inspect the records (in person only)
- I would like to receive copies of the records. I understand that I am responsible for the fees and authorize costs up to \$_____. See posted fee schedule.
- I would like to receive a copy of records and request a fee waiver due to being impecunious. Please ask us for our affidavit of impecuniosity 63G-2-203(4)(c).
- I am authorized to have access to the record and involved persons information. Please submit a 3rd party release form 63G-2-202(1)
- I am requesting an expedited response and will demonstrate the need for an expedited response to include how the request benefits the public rather than the person, if the requestor does not demonstrate the need for an expedited response their response will automatically not be expedited 63G-2-204(4)(a).

Signature: _____ Date: _____

You may bring in your request form to the Herriman PD (Mon-Fri 8:00am to 5:00pm) or email it to records@herrimanpd.org along with a copy of your State issued ID. If you have any questions please call (801)858-0035.

HPD Staff Only

Request taken by: _____ ID verified: _____