



### REQUEST FOR RECORDS

Department of Commerce  
Division of Real Estate  
160 East 300 South  
Box 146711  
Salt Lake City, Utah 84114-6711  
realestate@utah.gov

Please type or print all information.

**Name of Requester:** \_\_\_\_\_

**Organization (if applicable):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, and Zip Code:** \_\_\_\_\_

**Daytime Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Detailed Description of Record(s) Requested:**

- I would like to inspect (view) the records.
- I would like to receive a copy of the records. I understand that I may be responsible for a reasonable fee to cover the actual cost of providing a record including the cost of staff time and copy costs. Staff time will vary, depending on the salary of the person who responds to the request. Copy costs are normally \$.30 per page, and, if applicable, costs incurred in providing the record in the requested format. I authorize costs of up to \$\_\_\_\_\_. I understand that the Division will contact me if estimated costs are greater than the amount authorized herein, and that it will not respond to my request for copies unless I have authorized adequate costs.
- Fee Waiver:** I request that the costs of this record request be waived under § 63G-2-203(4) because of one or more of the following:
  - releasing the record primarily benefits the public rather than a person;
  - I am the subject of the record or an individual specified in §§ 63G-2-202(1) or (2); and/or
  - my legal rights are directly implicated by the information in the record and I am impecunious.
- Expedited Response:** I am requesting an expedited response. (Please attach documentation of your status as a member of the media and a statement that the records are required for a story for broadcast or publication; or please attach other documentation that demonstrates that you are entitled to expedited response under Utah Code § 63G-2-204(4)).

**EXPLANATORY COMMENTS:**

Please mail your request to:

Records Officer  
Division of Real Estate  
160 East 300 South  
Box 146711  
Salt Lake City, UT 84114-6711  
realestate@utah.gov

**PLEASE COMPLETE UNLESS YOU REPRESENT A GOVERNMENTAL ENTITY:**

I understand that there are criminal penalties for obtaining a government record by false pretenses. I hereby represent and certify under penalty of perjury that I am the requester. Some records may be classified as private, controlled, or protected, or access may be limited by another statute. Access to restricted records is provided for in the relevant other statutes or in Utah Code § 63G-2-202(1)(2)(4). If the requested records could have a restricted classification, please supply the following information: (check any that apply)

- I am the subject of the record(s).
- I am the person who provided the information in the records.
- I am an authorized representative of the subject of the record (parent, guardian, someone with power of attorney or notarized release). (documentation attached)
- I have a notarized release from the subject of the record, or their legal representative, dated within 90 days from the date of this request. (copy attached)
- I am entitled to the record(s) pursuant to a judicial order. (copy attached)
- I am a contractor or private provider for a governmental entity and the following apply and will be strictly adhered to:
  - the use of the record will produce a public benefit that outweighs the individual privacy right that protects the record or record series; and the record or record series requested;
  - is necessary for the performance of a contract with a governmental entity;
    - will only be used for the performance of the contract with the governmental entity; will not be disclosed to any other person; and
    - will not be used for advertising or solicitation purposes.

\_\_\_\_\_  
(Signature)

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

**PLEASE COMPLETE IF YOU REPRESENT A GOVERNMENTAL ENTITY:**

I understand that there are criminal penalties for obtaining a government record by false pretenses. I hereby certify that I am duly authorized to make this request on behalf of \_\_\_\_\_ a governmental entity that: (Check all that apply)

- is entitled by law to inspect the record. Cite law: \_\_\_\_\_
- is required to inspect the record as a condition of participating in a state or federal program or for receiving state or federal funds. Cite law: \_\_\_\_\_
- serves as a repository or archives for purposes of historical preservation, administrative maintenance, or destruction. enforces, litigates, or investigates civil, criminal, or administrative law, and the record is needed for that purpose.
- is authorized by state statute to conduct an audit and the record is needed for that purpose.
- is one that collects information for presentence, probationary, or parole purposes.
- is requesting a record or record series which is necessary to the performance of the governmental entity's duties and functions.
- is requesting a record or record series which will be used for a purpose similar to the purpose for which the information in the record or record series was collected or obtained.
- is requesting a record or record series, the use of which will produce a public benefit that outweighs the individual privacy right that protects the record or record series.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Title

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