FORM AND INFORMATION - FILING A NOTICE OF APPEAL UNDER GRAMA

Revised April 2026

NOTE: This form and information sheet applies to records requests involving the Utah Department of Commerce and its various offices and divisions. Under the Government Records Access and Management Act (GRAMA), you may appeal the denial or partial denial of a records request or the denial of a fee waiver, or may contest a claim of extraordinary circumstances. Utah Code Ann. §63G-2-401.

- **Written Notice of Appeal**: You may use this form, or you may send a letter or an email providing the information on this form.
- **Chief Administrative Officer:** The Department Commissioner is the chief administrative officer responsible for reviewing a GRAMA appeal.
- **Appeal Due Date:** Your appeal shall be filed **no later than 30 days** after the date your records request or fee waiver was denied, or 30 days after notification of a claim of extraordinary circumstances.
- **Appeal Submission**: You may submit your GRAMA appeal by email to CommerceAppeals@utah.gov, or may hand-deliver or mail your GRAMA appeal, addressed as follows:

  Commissioner, Department of Commerce
  160 East 300 South, Box 146701
  Salt Lake City, UT 84114-6701

Please type or print all information.

Name: _____
Signature: _____
Organization: _____
Today's Date: _____
Mailing Address: _____
Email Address: _____
Daytime Telephone: _____

Explanation of Relief Sought (attach additional page if needed):

Statement of facts, reasons, and legal authority in support of appeal (attach additional page if needed):

Please include the following with your appeal:

☐ Copy of Your Original Request ☐ Copy of the Division or Office Denial

You may contact Masuda Medcalf, Administrative Law Judge, with questions about this form at 801-530-7663.