GRAMA Records Request Form

Please complete this entire form and provide all information as requested and submit to the address above. Incomplete or unsigned requests will not be considered. Only one record or record series may be requested per form.

All requests received via email will be answered via a PDF document returned to the same email the request was sent from, unless specifically requested otherwise.

SECTION 1 – REQUESTOR INFORMATION

Last Name __________________  First Name _________________  Offender # __________________

Street Address _______________________________________________________________________

City _____________________________ State _____________________ Zip Code ________________

SECTION 2 – RECORDS REQUEST

1. Pursuant to the Utah Government Records Access and Management Act (GRAMA), I am requesting a copy of the following record

_________________________________________________________________________________

_________________________________________________________________________________

2. With as much detail as possible, including information about the approximate month and year you believe the requested record was received or created by the Board of Pardons and Parole, please identify the record you are requesting.

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________
SECTION 3 – REQUESTOR'S LEGAL AUTHORITY TO RECEIVE RECORD
(Mark all that apply)

1. I am requesting a record that I believe is a Public record

2. I am requesting a record that I believe is a Private record, and I am the subject of the requested record or an individual specified in Utah Code Annotated §63G-2-202(1) or (2). Please provide documentation where appropriate.

3. I am requesting a record which I provided to BOPP.

4. I have an order from a court of competent jurisdiction which authorizes release of the record (Note: A copy of the Order must accompany the GRAMA request).

SECTION 4 – FEE WAIVER

I hereby request that copies of these records be provided without charge based upon Utah Code Annotated §63G-2-203(4)(c) – (Mark all that apply and explain how you meet the criteria and attach documentation as needed to support your claim)

1. Releasing the record primarily benefits the public rather than a person

2. I am the subject of the record, or an individual specified in Subsection 63G-2-202(1) or (2)

3. My legal rights are directly implicated by the information in the record, and I am impecunious

4. Other (please specify)
SECTION 5 – COSTS & CERTIFICATION

I understand that there may be a fee for researching and/or copying records. I may be responsible to pay these costs prior to BOPP making copies. However, the fee may be waived if my indigent status is approved by BOPP (see Section 4 above). If there is a fee, BOPP will notify me.

1. I certify that all information provided in this document is true and correct

____________________________ ________________
Requestor’s Signature Date

2. I hereby authorize BOPP to release the above requested record to the person identified below at the address indicated

____________________________
(Name of Designated Recipient)

____________________________
(Street Address)

____________________________
(City – State – Zip Code)

3. For records requests directing that offender records be released to persons other than the offender, the offender’s signature as required above must be notarized.

County of ______________________________, State of Utah. Subscribed and sworn to before me, this ______________ day of ______________, 20 ______

____________________________________________
NOTARY PUBLIC

{Affix Notary Stamp/Seal Here}

Residing at: ___________________________________

Commission Expires: ___________________________
BOARD OF PARDONS AND PAROLE USE ONLY IF REQUEST IS RECEIVED IN WRITING RATHER THAN EMAIL (Emailed requests will already contain the information below)

Date Request Received _________________________  By ____________________________________
Date Record Released __________________________ By ____________________________________
Date Request Denied __________________________ By ____________________________________
Copying fee $__________ ._____ Waived (Y / N) Reason ____________________________________