



BOUNTIFUL CITY POLICE DEPARTMENT

805 South Main Street

Bountiful, UT 84010

Records (801) 298-6056 | policerecords@bountiful.gov



— Records Request —

Note: Utah Code § 63G-2-204 (GRAMA) requires a person making a record request furnish the governmental entity with a written request containing the requester's name, mailing address, daytime telephone number (if available); and a description of the record requested that identifies the record with reasonable specificity.

Requestor's Name: _____ Daytime Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

In accordance with the Government Records Access and Management Act, I am requesting:

Type of Record Requested: _____ Case Number: _____

Date/Time of Occurrence: _____

Location: _____

Person Involved: _____ Date of Birth: _____

Person Involved: _____ Date of Birth: _____

Check applicable box:

I am the subject of the record.

I am the authorized representative of the subject of the record.

I provided the information in the record.

Other (If so, explain): _____

I understand that in accordance with the Bountiful Police Department, I am responsible for the applicable fees:

- Records / Incidents \$10.00 per record
- Photos \$50.00
- Audio / Video \$50.00 (Email address is required to obtain video)

If the record requires an excessive amount of time to research and prepare copies (longer than two (2) hours), the charge for the requested record will be billed at a rate of up to \$20.00 per hour.

I also understand that as soon as reasonably possible, but no later than ten (10) business days after signing this request, I will be notified whether my request was approved or denied. I also understand that State photo identification will be required before the record is released to me. After a requested record is prepared, it will be held by the Bountiful Police Department Records Division for thirty (30) days. After that time, the copy will be destroyed.

The majority of records maintained by the Bountiful Police Department are classified as private, protected, controlled, or exempt, in accordance with the Government Records Access and Management Act.

Explain the purpose of your request: _____

Signature: _____ **Date Signed:** _____

