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Date Rcvd/Initials _____
Time Received _____

# GRAMA REQUEST FORM

**Utah Code §-63G-2-204. Requests - Time limit for response and extraordinary circumstances.**

(1) A person making a request for a record shall furnish the governmental entity with a written request containing:

- (a) the person's name, mailing address, and daytime telephone number, if available; and
- (b) a description of the record requested that identifies the record with reasonable specificity.

A FEE MAY APPLY: \$ \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_

REQUEST (include property address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Information/Copies Received By: \_\_\_\_\_

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

OFFICE USE ONLY:		
Completed By: _____	Date: _____	\$5.00 (CD) x _____ = \$ _____
# of Pages Copied _____	Format _____	\$ .15 copy x _____ = \$ _____
Date Notified _____	Date Sent _____	\$1.2 5x 15 min. labor = _____