REQUEST FOR RECORD
(Public, Private, or Protected)

Requester: ____________________________ (identification required for private or protected records)

Address: ______________________________

City: __________________ State: _____ Zip: ________ Telephone: (____) ___-_____

This request is made to the Davis County _____________________________ (department)

Description of record(s) requested: __________________________________________________________

[Attach additional sheet if needed]

Check all applicable boxes [Attach supportive documents]

[ ] The record is a public record and must be disclosed.
[ ] I am the subject of the requested record(s).
[ ] I am the parent or legal guardian of the subject of the requested record(s).
[ ] I am the person who submitted the requested record(s).
[ ] I am authorized to have access to the requested record(s) by a proper and lawful executed power
of attorney or release.
[ ] I am the person to whom disclosure must be made pursuant to a lawful court order.
[ ] I am the person to whom disclosure must be made pursuant to a lawful legislative subpoena.
[ ] I request an expedited response to my request:
    [ ] An expedited response will benefit the public rather than a person
    [ ] The request is for the purpose of obtaining information for a story or broadcast to the general public.

Check applicable boxes

[ ] I wish only to view or inspect the requested record(s).
[ ] I wish to obtain copies of the requested record(s) and agree to pay copy costs in an
amount not exceeding $ ____. If estimated copy costs exceed that amount, I understand that I
will be contacted before any copies are made for authorization to proceed.
[ ] I wish to obtain copies of the requested record(s) and request a waiver of copy costs on the basis
that: __________________________________________________________

Dated: _____________, 201__

Received: _________________

Initials: ________

[Requester’s signature]

Mailing Address:
Davis County Government Clerk/Auditor
Attn: Nina Cleere
PO Box 618
Farmington, UT 84025

Contact Information:
Email: GRAMA@co.davis.ut.us
Phone: 801-451-3277