

WASHINGTON COUNTY CLERK  
111 EAST TABERNACLE STREET  
ST. GEORGE, UT 84770  
435-301-7233

# RECORDS REQUEST FORM



**TO:** \_\_\_\_\_  
(Name of government office holding the records and/or name of agency contact person.)

**Requester's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Description of records sought (records must be described with reasonable specificity):**

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☐ I would like to inspect (view) the records.

☐ I would like to receive a copy of the records. I understand that I may be responsible for fees associated with copying charges or research charges as permitted by UCA 63G-2-203. I authorize costs of up to \$\_\_\_\_\_

☐ I would like to receive a copy of the records and request a waiver of copy costs because:

☐ Releasing the record primarily benefits the public rather than a person. Please explain:

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☐ I am the subject of record.

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

☐ My legal rights are directly affected by the record and I am impoverished. Please attach information supporting your request for a waiver of the fees.

If the requested records are not public, please explain why you believe you are entitled to access.

☐ I am the subject of the record.

☐ I am the person who provided the information.

☐ I am authorized to have access by the subject of the record or by the person who submitted the information. Documentation required by UCA 63G-2-202 is attached.

☐ Other. Please explain:

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I am requesting an expedited response as permitted by UCA 63G-2-204(3)(b). Please attach documentation that shows your status as a member of the media and a statement that the records are required for a story for broadcast or publication; or other information that demonstrates that you are entitled to an expedited response.

**Signature:** \_\_\_\_\_

Submit completed forms to:  
Washington County Clerk  
111 East Tabernacle St  
St. George, UT 84770  
[grama@washco.utah.gov](mailto:grama@washco.utah.gov)  
Fax 435-301-7249

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