



# WASHINGTON COUNTY RECORDS REQUEST FORM

111 East Tabernacle Street, St. George, UT 84770-3443  
Phone: (435) 301-7233 Fax: (435) 301-7249 Email: grama@washco.utah.gov

**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):**

\_\_\_\_\_

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:  
\_\_\_\_\_

I am the subject of the 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:  
\_\_\_\_\_

I am requesting expedited response as permitted by UCA 63G-2-204 (3)(b). (Please attach information 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 expedited response.)

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

Please email, mail, deliver or fax completed forms to:  
111 East Tabernacle Street  
St. George, UT  
84770-3443  
grama@washco.utah.gov  
Fax: (435) 301-7249

**Fees:** Certified Copies:\$4.00 per document; \$0.50 per page  
Photocopies (b/w, 8.5x11):\$0.25 per side  
Audio Recording:\$10.00 per CD or Flash Drive  
Staff Time: As outlined in Utah Code 63G-2-203  
Other costs: As formally adopted by the department