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Date Rcvd/Initials _____
Time Received _____

GRAMA REQUEST FORM

Utah Code §63-2-204. 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: _____

Information/Copies Received By: _____

Date: _____

OFFICE USE ONLY:
Completed By: _____ Date: _____ \$5.00 x _____ = \$ _____
of Pages Copied _____ Format _____ \$.15 x _____ = \$ _____
Date Notified _____ Date Sent _____ Total \$ _____
File Saved As: _____