



CACHE COUNTY SHERIFF'S OFFICE
D. CHAD JENSEN, SHERIFF

Request for Records

\*\*If sending Records Request by mail/email, please complete both this form AND the Notarization form and mail them to the following address:

Cache County Sheriff's Office, Attn: Records Officer
1225 West Valley View, Suite 200, Logan, Utah 84321

OR you can email them to our records division at recordsrequest@cashesheriff.org.

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Requestor's Company, Agency or Business Affiliation: \_\_\_\_\_

Please choose one of the following and attach necessary documentation:

- I am the subject of the record and have furnished a driver license or other picture ID.
I am the person who provided information for the record and have furnished a driver license or other government picture ID.
I am the parent or guardian of a minor child who is the subject of the records and have provided proof of said relationship with government documents (i.e. birth certificate, court papers).
I am an immediate family member of a deceased person and have provided a copy of a death certificate to obtain a copy of the incident relating directly to the death.
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 legislative subpoena.

Specific record/records requested by Incident # or Date of Occurrence (mark all that apply):

- Incident/Case # \_\_\_\_\_ Date of Incident: \_\_\_\_\_
Photos related to the Incident (\$20/CD)
Body cam video DVD/CD (\$20); Redaction fees (\$20 per hour) will be charged after the first 1/4 hr of employee time.
Jail Records Dating from \_\_\_\_\_ to \_\_\_\_\_ (\$10.00 up to 50 pages, and \$.50/page thereafter)

Other:

- 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. (Please attach information that shows your status as a member of the media and a statement that the records required for a story for broadcast or publication; or please attach other information that demonstrates that you are entitled to expedited response under U.C.A. 63-2-204(3).

Your request for records will be processed in accordance with the requirements of the Government Records Access Management Act (GRAMA) 63G-2-101 Utah Code Annotated. Your request will be processed as soon as reasonably possible, but may take up to 10 working days. Some records may contain information that is classified as 'protected', 'private' or 'controlled' and may only be released under certain circumstances. U.C.A. 63G-2-302, 303, 304.

Note: Copies will be provided subject to fees being paid.
Active reports are not available for release or review until they have been cleared.
Any record not picked up within 60 days will be destroyed and payment will not be refunded.

Please choose one of the following:

- I would like to inspect the records. There is no charge to inspect records if done in a reasonable amount of time. These records cannot leave the building and may not be copied or photographed. Your appointment is scheduled for \_\_\_\_\_ at \_\_\_\_\_ am/pm.
I would like to receive copies of the records. I understand that I will be responsible for copy cost. I authorize costs of \$10.00 for each individual printed report, and \$20.00 for each photo CD/body cam video CD. For jail records, I understand that the cost will be \$10.00 for up to 50 pages, and \$.50/page thereafter. I further understand that I am responsible for this financial obligation upon requesting a report copy or photo/video CD. Cash, credit card or money order made out to Cache County Sheriff's Office.
I would like to receive copies of the records. I request a waiver of copy cost. (If you are indigent you must file for impecuniosity with the courts and show a copy of the court document to receive copies free.)

Signature

Date