



CACHE COUNTY SHERIFF'S OFFICE

D. CHAD JENSEN, SHERIFF

Request for Records

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

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

OR email them to our Records Division at recordsrequest@cachesherriff.org.

Name: _____ DOB: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Requestor's Company, Agency or Business Affiliation: _____

*Check **one** of the following and attach necessary documentation:*

- I am the subject of the record and have furnished a driver license or other government 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 (\$25 flash drive)
- Body cam video (\$25 for flash drive and 1st hour, \$23 for each additional hour(s), pro-rated)
- Jail Records Dating from _____ to _____ (\$10 for every 25 pages, pro-rated)

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 proves 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. 63G-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 picket up within 60 days will be destroy 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. 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 \$25.00 for photos/body cam video on flash drive. For jail records, I understand that the cost will be \$10.00 for every 25 pages, pro-rated. I further understand that I am responsible for this financial obligation upon requesting a report copy or photo/video flash drive. 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