



# WASATCH COUNTY SHERIFF

*Jared W. Rigby, Sheriff*

## REQUEST FOR RECORDS

Note: Utah Code 63G-2-204 (GRAMA) requires a person making a records request furnish the governmental entity with a written request containing the requester's name, mailing address, daytime telephone number, and a description of the record requested that identifies the record with reasonable specificity.

**REQUESTER'S INFORMATION** Full Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**RECORD REQUESTED** Incident/Case #: \_\_\_\_\_

Date/Time/Location of Incident: \_\_\_\_\_

Person(s) Involved: \_\_\_\_\_

Description of Type of Record Requested: \_\_\_\_\_

**DESIRED FORMAT** (please check one)  Emailed copy  Printed copy in person  Printed copy mailed

Wasatch County Sheriff's Office has up to 10 business days to respond to this request. I understand that I will be responsible for fees associated with research charges and /or copying charges as permitted by UCA 63G-2-203. Fees can be found at: [www.wasatch.utah.gov/Sheriff](http://www.wasatch.utah.gov/Sheriff) under the Office Services tab.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

REQUEST MAY BE EMAILED TO [WCSORECORDS@WASATCH.UTAH.GOV](mailto:WCSORECORDS@WASATCH.UTAH.GOV), MAILED, OR HAND DELIVERED TO THE WASATCH COUNTY SHERIFF'S OFFICE.

**FOR DEPARTMENT USE ONLY - DO NOT WRITE IN THIS AREA**

PROCESS NUMBER: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Transferred to: \_\_\_\_\_ Date/Initial: \_\_\_\_\_

Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for denial: \_\_\_\_\_



435.654.1098



1361 S. Highway 40, Heber City, UT 84032



[www.wasatch.utah.gov/Sheriff](http://www.wasatch.utah.gov/Sheriff)