



**BOUNTIFUL CITY POLICE DEPARTMENT**  
**805 South Main Street**  
**Bountiful Utah 84010**  
**Office 801-298-6000 Fax 801-298-6027**



**Records Request**

**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 (if available); and a description of the record requested that identifies the record with reasonable specificity.

**Requestor's Name** \_\_\_\_\_ **Daytime Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

In accordance with the Government Records Access and Management Act, I am requesting;

**Type of Record Requested:** \_\_\_\_\_

**Case Number:** \_\_\_\_\_

**Date of Occurrence:** \_\_\_\_\_ **Time of Occurrence:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Person Involved:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

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I understand that in accordance with the Bountiful Police Department, I am responsible for the applicable fees:

- |                     |   |
|---------------------|---|
| Reports / Incidents | \$10.00 per report  |
| Photos              | Price based on quantity and size                            |
| Audio / Video       | \$50.00 for first copy and \$10.00 for each additional copy |

**If the report requires an excessive amount of time to research and prepare copies (Longer than two (2) hours), the charge for the requested report will be billed at a rate of \$20.00 per hour.**

I also understand that as soon as reasonably possible, but no later than ten (10) business days after signing this request I will be notified whether my request was approved or disapproved. I also understand that photo identification will be required before the record is released to me. **After a requested report is prepared it will be held by the Bountiful Police Department Records division for thirty (30) days, after that time the copy will be destroyed.**

The majority of records maintained by the Bountiful Police Department are classified as private, protected, controlled, or exempt, in accordance with the Government Records Access and Management Act.

**Explain the purpose of your request and your involvement in the record:**

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

