

Enoch City Police Department
900 E Midvalley Rd.
Enoch City, Utah 84721

GOVERNMENT RECORDS REQUEST FORM

Requesters Name: _____ Phone #: _____
(Identification must be provided prior to release of a record pursuant to Utah Code Ann. 63G-2-202)

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

Name of Organization or Company: _____

Description of records sought (records must be described specifically):

Fee: [] Accident Report \$5.00 [] Incident Report \$10.00

Reason you believe you are entitled to access these records: _____

STATUS

- I understand that I will be responsible for copies or other costs.
- I would like to review the record in the office.
- I would like to receive copies of the records.
- I am the subject of the record.
- I am not the subject of the record.
 - I am the person who provided the information.
 - I have a power of attorney or notarized release from the subject of the record or provider of the information
 - I have a legislative subpoena or court order.
 - Other, Explain _____
 - I am requesting expedited response. (Please attach information that shows your status as a member of the media and a statement that the records are 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))
- I am the parent or legal guardian of a minor who is the subject of the record.

I understand the above requested reports may not be available for 10 business days, if approved.

Signature

Date

FOR OFFICE USE ONLY:

Date & Time Received: _____ [] Fee paid _____

[] Public [] Private [] Protected [] Controlled

Pursuant to Utah Code Ann. 41-6a-404, an accident reports and accompanying data may only be released to:

- A person involved in the accident, excluding a witness to the accident;
- A person suffering loss or injury in the accident;
- A licensed private investigator;
- A hospital that treated an individual in relation to the accident;
- The insurance company for a person involved in the accident or a person suffering loss or injury in the accident, including
 - An employee of the insurance company; or
 - An individual who has been hired by an insurance company, who is acting as an agent or representative of the insurance company;

An individual who provides a signed release from a person involved in the accident or a person suffering loss or injury in the accident.

A parent of a child or a legal guardian of a person involved in the accident or a person suffering loss or injury in the accident.

Pursuant to Utah Code Ann. 63G-2-301(3)(g), initial contact reports are public records.

According to Utah Code Ann. 63G-2-305(9) follow-up reports, photos, diagrams and copies of records held in evidence are classified as protected records, and are not subject to release, if release of the records reasonably could be expected to interfere with an ongoing criminal or administrative enforcement proceeding. Initial contact reports may include the following

- Incident Reports
- DUI Report Forms
- Citations and Warnings
- Dashcam Videos

The records officer may release all reports and accompany data, including photos, to the subject of the record or to an attorney who has been retained by the subject of the record.

Toxicology results may only be released to the following:

- The subject of the record
- An attorney who has been retained by the subject of the record; or
- Another government agency provided that they will be used for a purpose for which they were collected.
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Identification must be provided prior to release of a protected or private record pursuant to Utah Code Ann. 63G-2-202.