



SANTA FE COUNTY ATTORNEY'S OFFICE

REQUEST FOR PUBLIC RECORDS

In accordance with the New Mexico Public Records Act, NMSA 1978, § 14-2-1et seq., as amended, I would like to inspect and/or copy the following documents: (Please identify records with reasonable particularity)

I promise to pay copying charges as listed in the Copy Fee Schedule. If the charges will exceed \$_____ please call me to discuss. I understand that I may be asked to pay the fee for copies in advance before the copies are made. (Please print clearly)

Name of Requester

Date

Signature

Telephone Number

Address

City/State

Zip Code

Email Address: _____

Fax Number: _____

FOR DEPARTMENT USE ONLY

The request to inspect public records is:

Approved _____

Disapproved for the following reason(s):

3 Day Deadline _____

15 Day Deadline _____

Date Completed _____

No. of Copies _____

Cost _____