



TOWN VIRGIN
 114 S. Mill Street
 PO Box 790008
 Virgin, UT 84779
 (435) 635-4695

TOWN USE ONLY

Date Received: _____ Staff Initials: _____

Due Date: _____ Date Completed: _____

Fees Due: _____ (fee break down Below)

GRAMA REQUEST APPLICATION

NAME: _____

ADDRESS: _____ **City/State/Zip:** _____

E-MAIL: _____ **PHONE:** _____

Description of records sought: _____

I understand that I may be responsible for the costs to provide the records as permitted by UCA 63-2-203. I authorize the cost up to \$_____. I further understand that I will be contacted if the estimate costs are greater than the amount I have specified, and that the Town of Virgin will not respond to a request for copies for which I have not authorized adequate costs. Per the Town Fee Schedule.

- _____ I am the subject of the record.
- _____ I am the person who provided the information.
- _____ I am authorized to have access by the subject of the record or by the person **who submitted** the information. Documentation required by UCA 63-2-202.
- _____ Other: please explain: _____

NOTE: Copies of the information being requested will be provided as soon as reasonably possible, but no later than ten (10) business days after receiving this written request.
 NOTE: The request may be delayed if all the information is not provided in the request.
 NOTE: The rate for compiling, formatting, summarizing, etc., is based on the Town Fee Schedule.

I am expecting expedited response as permitted by UCA 63-2-204 (3)(b):
Please attach the information that shows your status as a member of the media and a statement that demonstrates that you are entitled to an expedited response.

FEE ASSESSED: 1) Requests must be made in writing. 2) Once the requests are reviewed, the Town Office has 10 days to fill the requests. 3) The person making the written request must pay for all expenses associated with the request for government records. (i.e. Employee's time for research, supplies to grant request, travel expenses and etc.) First 15 minutes-no charge, each hour after that, fee will be the hourly wage of lowest paid employee capable of doing this job.

UCA 63-2-203(4) allows agencies to fulfill records request free of charge if releasing the records primarily benefits the public rather than the person.

APPLICANT SIGNATURE: _____ **DATE:** _____

Documents Received by Applicant: _____ **DATE:** _____

Town Staff: _____ **DATE:** _____