



REQUEST TO INSPECT PUBLIC RECORDS

Date: _____

Requestor: _____
Name

_____, _____, _____, _____
Mailing Address City State Zip

Daytime Telephone Number

Fax or Alternate Phone Number

I request to inspect and copy the following documents:

For Offense Reports: Provide approximate date, location, persons involved and nature of incident.

For Criminal Background checks: A 5 year search of arrests made by this agency will be conducted on an individual when full name, date of birth, social security number or driver's license number is given.

Signature of Requestor

Per NMSA 1978 14-2-8, upon written request custodian shall permit inspection immediately or as soon as practical, but not later than 15 days. If inspection is not permitted within 3 days, the custodian shall explain in writing when records will be available.