

DEPARTMENT OF PUBLIC SAFETY
UTAH HIGHWAY PATROL
 4501 South 2700 West, Salt Lake City, Utah 84129

GOVERNMENT RECORDS REQUEST FORM

Name of Requester: _____ **Daytime Phone Number:** _____

Mailing Address: _____

Name of Organization or Company: _____

Description of records sought: *(Describe the records with reasonable specificity, including case number.)*

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

Identification must be provided prior to release of a record pursuant to Utah Code Ann. § 63G-2-202.

Pursuant to Utah Code Ann. § 41-6a-404, an accident report, including all 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; and
- 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 accompanying data, including photos, to the subject of the record or to an attorney who has been retained by the subject of the record. Private information of another as described in Utah Code Ann. § 63G-2-302(2)(d) will be redacted prior to release as provided by Utah Code Ann. § 63G-2-308. If private information is redacted, you have the right to appeal the denial within 30 days. Any appeal should be directed to Commissioner Keith Squires, 4501 South 2700 West, Salt Lake City, Utah 84114.

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 governmental agency provided that they will be used for a purpose for which they were collected.

The DPS fee schedule approved by the Utah State Legislature is as follows:

Black and white copies	DashCam Video/DVD
– \$5.00 for 1 to 10 pages	– \$25.00 per video/DVD
– \$25.00 for 11 to 50 pages	Photos (Contact UHP @ 801-965-4518)
– \$.50 per page every page thereafter	– \$25.00 for CD
Color Copies	– \$2.00 per printed page (1,2, or 4 per page)
– \$1.00 per page for color copies	– \$1.00 per developed negative

Requester Signature: _____ **Date:** _____