Department *of* Public Safety

DEPARTMENT OF PUBLIC SAFETY

BUREAU OF CRIMINAL IDENTIFICATION

4315 South 2700 West, Suite 1300, Taylorsville, Utah 84129

GOVERNMENT RECORDS REQUEST FORM

Name of Requester: _____

Daytime Phone Number: _____

Mailing Address: _____

Email Address: _____

Name of Organization or Company: _____

Description of records sought: (*Describe the records with reasonable specificity.*)

_____

_____

Reason you believe you are entitled to access these records:

_____

Requester Signature: _____ **Date:** _____

Information Section

Dissemination of information from a criminal history record or warrant of arrest information is limited to those entities described in Utah Code Ann. § 53-10-108(1). If you wish to obtain a copy of your criminal history record you must complete an Application for a Criminal History Record and pay the required fee. If you wish to obtain a copy of any other records maintained by BCI, you may complete this form and submit it to BCI at the address above.

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

You may be required to pay a reasonable fee to cover the actual cost of providing these records as provided in Utah Code Ann. § 63G-2-203(2). The current 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	
– $.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	

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