

**TOWN OF MOUNTAINAIR
REQUEST FOR INSPECTION OF PUBLIC RECORDS**

TO: _____

(Printed Records Custodian's Name)

As provided for in the Inspection of Public Records Act, Section 14-2-1 through 14-2-16, NMSA 1978 the Town of Mountainair and its employees who have in their possession public records are obligated to make such records available upon proper request by third parties.

Please complete the following information:

I _____, [_____, [_____,
(Print Name) (Mailing Address) (Telephone Number)

am requesting the following public records from the Town of Mountainair. Please include the date of the public records being requested.

I promise to pay the \$.25 per page copying fees or \$5.00 per police report in accordance with the Town of Mountainair's policy. If the copying fees will exceed \$ _____, please call me to discuss. I understand that I may be asked to pay the fee for copies in advance of the copies being made if the cost exceeds \$25.00. Please provide a receipt indicating the copying charges.

Signature of Requester

Date

(For Official Use Only)

Date records will be provided: ___/___/___ Cost of providing copy of records: \$_____

Signature of Records Custodian: _____