

PLEASE SUBMIT THIS FORM TO THE ADDRESS BELOW

UTAH DEPARTMENT OF PUBLIC SAFETY

OFFICE OF THE STATE FIRE MARSHAL

410 West 9800 South, 3rd Floor, Sandy, Utah 84070

Phone: 801-256-2390

Fax: 801-256-2386

GOVERNMENT RECORDS REQUEST FORM

Name of Requester: _____ Daytime Phone Number: _____

Mailing Address: _____

Name of Organization or Company: _____

Records being sought: _____ Date of Incident: _____

Fire Investigation Report

List the Case Number or Location of Incident: _____

Fire Photos – **NOTE:** *There is a \$25.00 fee for CD/DVD of Photos*

Other records: (Describe the record(s) with reasonable specificity)

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

The release of fire investigation reports is governed by the Government Records Access and Management Act (GRAMA) found at Utah Code Ann. § 63G-2-101 et seq.

NOTE: The report you are requesting may be classified by the Office of the State Fire Marshal as a “protected” record pursuant to Utah Code Ann. § 63G-2-305(9). Utah Code Ann. § 63G-2-206 allows a governmental agency to share a protected record with another governmental agency. *Fire Investigation Reports may be provided at NO COST to the primary Fire Department and/or Law Enforcement Agency that has requested assistance with a fire investigation.*

The current DPS fee schedule approved by the Utah State Legislature is as follows: *(Please include fee along with form.)*

Black and white copies	Photos CD/DVD
– \$5.00 for 1 to 10 pages	– \$25.00 per CD/DVD
– \$25.00 for 11 to 50 pages	– \$2.00 per printed page (1,2, or 4 per page)
– \$.50 per page every page thereafter	
Color Copies	
– \$1.00 per page for color copies	

Utah Code Ann. § 63G-2-206(6)(a) provides that an entity receiving a record under the sharing provisions is subject to the same restrictions on disclosure of the record as the originating entity. Therefore any further dissemination of this record is limited to those individuals specified in Utah Code Ann. § 63G-2-202(4).

Requester Signature: _____ Date: _____