

SOUTH SALT LAKE FIRE DEPT REQUEST FOR RECORDS

City of South Salt Lake
2600 South Main St South Salt Lake, UT 84115 Phone
Number: (801) 483-6043 • Email: firerecords@sslc.gov

Personal Information of person requesting record

Name: _____

Full Mailing Address: _____

Daytime Telephone Number: _____ Home: _____ Work: _____

Description of **records sought** (records must be described with reasonable specificity, such as Incident number, date of occurrence, events, or persons involved): _____

Description of **purpose** for records sought (reason must be described with reasonable specificity): _____

I would like to inspect the records (this entails reviewing the record within the office without receiving a copy to take with you and takes the same time, as indicated below, to be available).

I would like to receive a copy of the records. I understand that I will be responsible for copy and research costs. (Cost for a standard record is \$20.00 per report. Additional costs apply for photos, video, or if the record is excessively large). [SSL Consolidated Fee Schedule](#)

I would like to receive a copy of the records and request a waiver of costs because **(please attach information supporting your request for a waiver of fees)**:

Release of the records primarily benefits the public rather than me
Explain: _____

I am the victim of a domestic assault on the record

My legal rights are directly affected by the record and I am impecunious

If the requested records are not public, please explain why you believe you are entitled to access:

I am the subject of the record (or guardian/parent if subject is a minor or legally incapacitated)

I am the person who provided the information

I am authorized to have access by the subject of the record or by the person who submitted the information **(attach relevant documentation)**.

Other. Explain: _____

I am requesting expedited response. **Please attach relevant documentation** (i.e. proof of your status as a member of the media and statement that the record is needed for a story/broadcast).

Signature

Date

It may take up to 10 working days to fulfill your request.
Please provide an Email address that we may send your records to.