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**Weber County Government  
Request for Records Form – GRAMA  
For Records in the Assessor's Office**

Each county department stores its own records. You will need to contact the specific department directly with any records request. Note: Utah Code § 63G-2-204 (GRAMA) requires a person making a records request to furnish the governmental entity with a written request containing the requester's name, mailing address, daytime telephone number (if available); and a description of the record requested that identifies the record with reasonable specificity.

**Please Print All Information Clearly:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Daytime Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Clear Description of Records Requested** - \*The more specific & narrow the request, the easier it will be for an office to respond.

Include all relevant information, including: Names of the person(s); date range of the records; location of event described in the subject records, address, Land Serial/Parcel Number(s), section of land, subject of the request, etc.: \_\_\_\_\_

(Attach Additional Sheets if Necessary)

I would like to:

- ☐ View/inspect the records only
- ☐ Receive a copy of the records and pay associated fees. Please notify me if the amount will exceed \$ \_\_\_\_\_
- ☐ Receive a copy of the records and request a fee waiver, according to Utah Code § 63G-2-203, because:
  - ☐ Releasing the record primarily benefits the public
  - ☐ I am the subject, or authorized representative, of the record
  - ☐ My legal rights are directly implicated by the information of the record because \_\_\_\_\_, and I am impecunious
- ☐ Receive an expedited response (5 days) because releasing the record benefits the public; for example, I request the information for a story or report for publication or broadcast to the general public

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This Section for Staff Use**

- ☐ Requester was notified that the office does not maintain the requested records on \_\_\_\_\_, 201\_\_\_\_ and if known was also notified of that department. The request was forwarded to \_\_\_\_\_ Department/Office for processing on: Date: \_\_\_\_\_
- ☐ Request extension of time for extraordinary circumstances. Required notice mailed/emailed on \_\_\_\_\_, 201\_\_\_\_
- ☐ Cost authorization obtained from requester on: Date: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \$ \_\_\_\_\_ Records accepted by: \_\_\_\_\_ Date: \_\_\_\_\_