

**CITY OF CARLSBAD
RECORDS REQUEST FORM
OFFICE OF THE CITY CLERK**

101 N. Halagueno
P. O. Box 1569
Carlsbad, NM 88221-1569
(575) 887-1191 Ext. 354
Fax: (575) 885-1101

Procedures for Inspection of Public Records are located on the Reverse side of this form.

Date: _____

Please describe the documents and/or records being requested in the greatest detail as possible.

- I am requesting to view the above noted documents.
- I am requesting _____ copies of the above noted documents to be:
 Picked up in person Mailed Faxed
Copy charges are noted on the reverse side of this form

Name of requestor: _____

Address: _____

Phone number(s): _____ or _____

Fax Number (if requesting records to be faxed): _____

For City Clerk's Office Use Only	
Records requested from: _____ <small>(Date/Time/Department/Personnel)</small>	
Fee: _____ pages x _____ = \$ _____	Map/Tape/Disc/Other media: \$ _____
Notified Requestor records are ready: _____	
Request Filled - Date: _____ <input type="radio"/> In Person <input type="radio"/> Mailed <input type="radio"/> Faxed <input type="radio"/> Other _____	

CITY OF CARLSBAD PROCEDURES FOR INSPECTION OF PUBLIC RECORDS

Pursuant to Section 14-2-8, NMSA 1978

- A. Any person wishing to inspect public records may submit an oral or written request to the custodian. However, the procedures set forth in this section shall be in response to a written request. The failure to respond to an oral request shall not subject the custodian to any penalty.
- B. Nothing in the Inspection of Public Records Act shall be construed to require a public body to create a public record.
- C. A written request shall provide the name, address and telephone number of the person seeking access to the records and shall identify the records sought with reasonable particularity. No person requesting records shall be required to state the reason for inspecting the records.
- D. A custodian receiving a written request shall permit the inspection immediately or as soon as is practicable under the circumstances, but no later than fifteen days after receiving a written request. If the inspection is not permitted within three business days, the custodian shall explain in writing when the records will be available for inspection or when the public body will respond to the request. The three-day period shall not begin until the written request is delivered to the office of the custodian.
- E. In the event that a written request is not made to the custodian having possession of or responsibility for the public records requested, the person receiving the request shall promptly forward the request to the custodian of the requested public records, if known, and notify the requester. The notification to the requester shall state the reason for the absence of the records from that person's custody or control, the records' location and the name and address of the custodian.

Request forms for Inspection of City of Carlsbad Public Records can be obtained in the office of the City Clerk, Room 214.

Forms must be completed and submitted to the office of the City Clerk, Room 214.

Requests for Public Safety Records should be directed to the Carlsbad Police Department Records Department, 602 W. Mermod Street, 575-885-2111.

Requests for Municipal Court Records should be directed to Municipal Court, Court Administrator, 401 South Halagueno Street, 575-885-3363.

Payments may be made by cash (in person), check, cashiers check, money order, Visa and Mastercard.

COPIES

Copy	Size	Fee
Copy	Letter & Legal	\$.50 B&W / \$1.00 Color
Copy	11 x 17	\$ 1.00 B&W / \$2.00 Color
Facsimile copies	Letter	Local & 800# \$1.00 upto 4 pages \$.25/page after 4 pages
		Long-distance \$2.00 upto 4 pages \$.50/page after 4 pages
Digital / Electronic Records	Diskette (CD/DVD)	\$5.00 \$2.50 each additional document/file transferred If requestor provides own media (CD/DVD, jump/flash drive, MP3, etc.) \$3.00 per document/file up to 200 KB \$2.50 per additional document or 200 KB
	E-Mail	\$3.00 \$2.50 each additional document/file transferred or 200 KB

The Copy Fee Schedule for Maps, Digital formats and production fees is available by contacting the City Clerk's office.